DOCUMENT RESUME

ED 121 139 HE 007 465

TITLE Mississippi State University Faculty Handbook.
INSTITUTION Mississippi State Univ., State College.
PUB DATE Sep 73
NOTE 61p.

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage
DESCRIPTORS Academic Freedom; Academic Standards; *Administrative Policy; Ancillary Services; *College Faculty; Educational Policy; Fringe Benefits; *Higher Education; Job Tenure; Leave of Absence; Organization; *Personnel Policy; Salaries; *State Universities; Teacher Responsibility
IDENTIFIERS *Faculty Handbooks; Mississippi State University

ABSTRACT

Mississippi State University's faculty handbook is designed to provide factual information about the organization, facilities, services, and policies of the university. The main focal point is on matters of direct faculty concern; hence administrative and organizational details are minimized. Those areas outlined in more detail include the faculty organization and responsibilities including those relating directly to students such as classroom regulations, grading, and examinations; university policies regarding appointment qualifications, tenure, academic freedom, scheduling, leaves, and political activity; salaries; fringe benefits; and services available to the faculty. (JMF)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED121139

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

MISSISSIPPI STATE UNIVERSITY FACULTY HANDBOOK

HE 007 465

FACULTY HANDBOOK

OF

MISSISSIPPI STATE UNIVERSITY

SEPTEMBER, 1973

INTRODUCTION

The *Faculty Handbook* is designed to provide factual information about the organization, facilities, services, and policies of Mississippi State University. The main focal point of this handbook is on matters of direct faculty concern; hence administrative and organizational details are minimized.

Constructive suggestions and criticism are needed by the Handbook Committee in order to expand the handbook and increase its usefulness.

When faculty members are in doubt concerning a particular policy or statement in the handbook, they are requested to contact the Vice President for Academic Affairs, their dean, or a member of the Handbook Committee for assistance.

Mississippi State University is an equal employment opportunity institution.
Mississippi State University is an equal educational opportunity institution.

Table of Contents

Introduction iii

The University, General Information 1
- Purposes 1
- History 1
- Location 3

Organization and Administration 4
- Board of Trustees 4
- The President 4
- The Principal Administrative Committees 5
- Other University Committees 5
- Nonacademic Personnel 5

The Faculty 5
- The General Faculty 6
- The Faculty Council 6
- The Graduate Faculty 6
- The Graduate Council 6
- AAUP 6
- AAUW 6

Faculty Reponsibilities 7
- Student Conduct Detrimental to the Educational Process 7
- Cheating 7
- Attendance at Classes: Teachers 7
- Attendance at Classes: Students 7
- Reporting Absences 7
- Examinations 8
- Classroom Regulations 8
- Special Teaching Programs 9
- Academic Grading and Classification 9

University Policies 13
- Equal Employment Opportunity Policy 13
- Employment 13
- Nepotism 14
- Outside Employment 14
- Tenure at Mississippi State University 14
- Academic Freedom 15
- Office Hours 15
- Scheduling Courses by Faculty 16
- Political Activity 16

Decals and Parking 16
Leave Policies 16
Off-Campus Speakers 17

Salary Payments and Deductions **19**
Payday 19
Salary Withholdings 19
Deductions 20
Social Security 20
Tax-Sheltered Annuities 20
State Retirement System 20
Life Insurance 21
Medical Insurance 21
Workmen's Compensation 21
Long Term Disability 21
Accidental Death and Dismemberment 21

Fringe Benefits **22**
Housing 22
Athletic Tickets 22
Recreational Facilities 22
Golf Course 22

University Services **22**
Alumni Association 22
Development Foundation 23
The University Union 23
Lyceum-Lectern Tickets 24
Reflector and *Reveille* 24
Placement Service 24
Flower Shop 24
Mitchell Memorial Library 24
WATS 25
Campus Mail 25
Counseling Center 25
Laundry and Dry Cleaning 26
Food Service and Dining Facilities 26
Bookstore 26
Central Duplicating Service 26

University Business Related to the Academic Program **26**
Travel by Faculty and Staff 26
Purchasing 27

Social Activities **27**
Women's Club 27
Newcomers' Club 27

Appendix I – Campus Map 28

Appendix II – Organizational Chart 29

Appendix III – Charter of Organization of Faculty 30

Appendix IV – Bylaws of General Faculty 33

Appendix V – Bylaws of Faculty Council 34

Appendix VI – Grade Appeal Form 40

Appendix VII – Employment and Tenure of Faculties 41

Appendix VIII – Sabbatical Leave 43

Appendix IX – Retirement Policy 46

Appendix X – Travel 47

Appendix XI – Patent Policy 48

Appendix XII – Application for Sabbatical Leave 50

Appendix XIII – Our Alma Mater 51

Index 52

I. THE UNIVERSITY, GENERAL INFORMATION

A. Purposes

Mississippi State University, a land-grant institution, seeks to provide excellence in education and related services. The University is committed to: (1) the intellectual, cultural, and professional development of men and women enrolled in its programs; (2) the discovery of new and useful knowledge; and (3) the effective application of knowledge in the development of the Nation, State, and its People.

These three functions are distinguished as instruction, research, and service, and the effectiveness of each function is strengthened by extensive interaction. Close cooperation of the University with other agencies and organizations adds to the total service which the University can offer.

A university is concerned with the development of the person and the community; it is a focus of learning and culture. A university also stimulates broad and deep thought, inculcates habits of analysis, evaluation, and synthesis, and encourages expression on topics and problems which concern the student and his environment. Furthermore, a university promotes the unique development and expression of individual personalities; it enables both students and faculty to search for truth, to recognize it, and to use it wisely. Mississippi State University is dedicated to providing these opportunities.

Instruction provides the student with a broad foundation in arts, humanities, sciences, and other disciplines essential for mature citizenship and judgement in our complex world. It also prepares the student in his technical or professional field so that he can pursue his career with competence. Learning experiences at the University occur through discovery and exploration, through instruction in the classroom and in the laboratory, and through field work and service.

Through research, the University explores major problems, probes beyond the frontiers of knowledge, and applies the new knowledge for the benefit of man. At the same time, both basic and applied research contribute to the learning experiences of the students. Research serves a dual purpose: it is a creative component of the University programs, and it is a source of invaluable benefit to society.

As an agency of service, the University provides programs of instruction and assistance in application of knowledge throughout the state. Through these activities, the University assists individuals, families, organizations, and communities in acquiring and using the latest knowledge. Here theory meets reality in the most practical way.

Through instruction, research, and service, Mississippi State University is well equipped to identify and solve vital problems and to provide a broad spectrum of learning opportunities. The results are the continuous development of new knowledge, the more effective use of knowledge in direct service to mankind, and the preparation of the student to be a responsible citizen and a creative leader.

B. History

The history of Mississippi State University from its beginning to the present day is the story of an institution whose birth and growth have depended upon its ability to meet the needs of the people it is designed to serve.

A land-grant institution organized under the provisions of the Morrill Act, the

School was established by the Mississippi Legislature on February 28, 1878, as "The Agricultural and Mechanical College of the State of Mississippi."

According to its charter, the institution was required to furnish for the youth of the State training in "agriculture, horticulture and the mechanical arts; also of the proper growth and care of stock, without, however, excluding other scientific and classical studies, including military tactics."

The doors of the institution were first opened in the fall of 1880, with General Stephen D. Lee as President. Lee contributed greatly to the building of the Agricultural and Mechancial College, particularly in carrying its services to the people of the State. In the 1880's, he instituted extension work in the form of short courses and farmers' institutes, the latter of which carried the College directly into the local community. In 1887, the Agricultural Experiment Station was established, with Samuel M. Tracy as its first director.

For the first decade, training was confined almost entirely to agriculture, but in 1892 engineering was offered as a separate curriculum. Under John C. Hardy, who became President in 1900, the curricula in agriculture and engineering became the foundations for the College of Engineering, organized in 1902, and the College of Agriculture, organized in 1903. In 1900, a Textile School was organized, but this school lagged in enrollment and was finally abolished in 1914.

Training in education began with the Department of Industrial Education, set up in 1903. From this start came the School of Industrial Pedagogy, which was organized in 1909. After a number of vicissitudes, this School was eventually to become known as the College of Education (January, 1935). In 1911, the School of General Science was organized. The College of Business and Industry, formally organized in 1915, grew out of a business curriculum that was already in existence.

In March, 1914, the Smith-Lever Act made available federal funds for "instruction in practical agriculture and home economics to persons not attendant or resident." As a result, all federal and state extension work in agriculture for Mississippi became centralized on the campus. In February, 1917, the Smith-Hughes Act provided federal funds for the training of teachers in vocational education, thus giving a boost to educational instruction at the institution.

During World War I the College was a center of military activity. Many of the students went on active duty, and the campus facilities were used by the U.S. Government for special technical training. In the post-war era, an ambitious building program was undertaken with special legislative appropriations. Also, in the twenties the institution was granted membership in the Southern Association of Colleges and Schools.

On February 3, 1932, the Legislature approved a petition from the student body to change the name of the institution to Mississippi State College. Under its new name, the School further expanded its functions. In 1936 the graduate program was placed under a newly organized Graduate School.

The decade from 1940 to 1950 brought expansion in all phases of campus activity. In the first half of the period, most of the students entered the armed forces and the institution was again used for specialized training.

The returning war veterans, encouraged by the G. I. Bill of Rights, soon pushed the campus enrollment past the 3,500 mark. New buildings dedicated in 1950

included Mitchell Memorial Library, Gymnasium, Patterson Engineering Laboratories, and Agricultural Engineering Building. The 8,000 acre Northeast Mississippi Experimental Forest was acquired during this decade.

The fifties brought many changes, including a change of name. A graduate program of study leading to the doctoral degree was offered for the first time by the College in 1951. The Animal Husbandry Service Building was completed in 1952. The Seventy-Fifth Anniversary of the founding of Mississippi State College was celebrated during 1953. The School of Forestry, now the School of Forest Resources, was established in 1954. In 1956 the College of Arts and Sciences was created to incorporate the former School of Science and the several liberal arts departments previously housed in other schools. The Bachelor of Arts Degree was authorized for those who complete the various Liberal Arts curricula. The Chemical Engineering Building was completed in 1956. In recognition of the continuing expansion of the institution, the Legislature in 1958 renamed Mississippi State College, Mississippi State University. Under its new name it has looked to even broader horizons of training, research, and service.

Early in 1959 six new dormitories were opened, providing housing for an additional 1,400 students. Hilbun Hall, a new classroom building, was opened in the summer of 1960. Walker Engineering Building was opened in the fall of 1961. In 1963 three new buildings were completed—The Dorris L. Ballew Animal Science Building; The Hand Chemical Laboratory Building; and Cresswell Hall dormitory for women. In 1964, a handsome Union Building was opened. In 1965, William J. Evans Men's Dormitory, the Student Health Center, and the Chapel of Memories were completed. In 1966, the Clarence Dorman Forestry-Plant Sciences Building, the N. F. Hamlin Men's Dormitory, the Sam B. Hathorn Dormitory for Women and the Forest Products Utilization Laboratory were completed. In 1967 construction was completed on the F. S. Edwards Reactor Laboratory, the new Poultry Science Building, an annex to the Harned Biology Building, and the A. D. Suttle Men's Dormitory. In 1968 a completely renovated building for Plant Maintenance, named for E. E. Cooley, and the Nannie Rice Women's Dormitory were completed. In 1969 the James W. Scales Veterinary Science Building was occupied and an annex to the University Library was completed. The John Wesley McArthur Memorial Athletic Dormitory and the Dairy Science Building were completed in 1970. In 1971 the new Clay Lyle Entomology Building was occupied and the Gast Laboratory was occupied in the following year - The H. E. Allen Administration. Classroom Building was completed in June 1972. Also in that year the E. B. McCool Building for the College of Business and Industry was in the planning stage, as were the new multipurpose coliseum, The Noble Pace Seed Laboratory, and a building for the Cobb Institute of Archaeology.

Further historical information about Mississippi State University can be found in John K. Bettersworth's book, *People's College: A History of Mississippi State*, University of Alabama Press, 1953.

C. Location

Mississippi State University is located in the northeast part of Mississippi, one hundred twenty miles north - northeast of Jackson, Mississippi. It adjoins the city of Starkville. The campus is located on State Highway 12, approximately one

mile south of its junction with U.S. Highway 82.

Starkville is served by Continental Trailways Bus Line. Airline service is available on Southern Airways at the tri-cities Golden Triangle Airport, located 12 miles east of the campus on highway 82. Starkville is served at its municipal airport by a charter aircraft service.

Starkville, Mississippi, is the address for the Railway Express Agency, offices of the Illinois Central Railroad, and for the telephone company serving Mississippi State University. Mississippi State University is served through its own post office located in the YMCA Building. The correct postal designation is Mississippi State, Mississippi 39762. (See Appendix I for a campus map.)

II. ORGANIZATION AND ADMINISTRATION

A. Board of Trustees

The Board of Trustees of State Institutions of Higher Learning consists of thirteen members, who according to a constitutional amendment of 1944 are nominated by the Governor and confirmed by the Senate. Each Governor appoint four members who serve for twelve years and the la Bauve Trustee, who serves for four years. The La Bauve Trustee votes only on matters affecting the University of Mississippi.

The Board has general supervision of the affairs of all the public institutions of higher learning, not including junior colleges. It contracts with all salaried personnel for their services.

The Board elects one of its members president and one vice president for one year or until successors are named. The Board appoints a nonmember as executive secretary. Other office personnel of the Board are appointed by the executive secretary upon the approval of the Board. They hold office at the pleasure of the executive secretary.

By statute the Board is required to hold two regular meetings annually, one in June and the other in January. It holds as many special meetings as are necessary. Usually the Board meets each month in Jackson on the third Thursday. As a general rule, the official meetings of the Board are closed meetings.

Further information concerning the policies of the board can be found in the *By-laws and Policies, Board of Trustees of State Institutions of Higher Learning, State of Mississippi, 1970.*

B. The President

The President of Mississippi State University is the sole agent of the Board of Trustees on the campus. Full authority to manage the institution is conferred upon him in accordance with policies and procedures established by the Board and with certain laws specifically applicable to the institution. In conferring full authority, the Board requires full responsibility; the President alone reports to the Board; he in turn delegates limited and specific authority to several administrative officials, each with responsibility commensurate with the delegated authority.

The President's specific responsibilities include the physical plant and real property; recruiting, contracting with, and supervising all personnel; recruitment, admission, and instruction of all students; and relationships with people outside the institution. All functions of the University as it performs in teaching, research, and service are the President's responsibilities. (See Appendix II for an organizational chart of the University.)

C. The Principal Administrative Committees

The President is advised and assisted in administering the affairs of the University by three principal committees which meet with him regularly.

1. The Executive Council

The Vice President, the Vice President for Agriculture and Forestry, the Vice President for Academic Affairs, the Vice President for Research and Graduate Studies, the Vice President for Student Affairs, the Vice President for Business Affairs, and the Director of Development and Public Relations make up the Executive Council, which acts in an advisory capacity to the President and ordinarily meets at 10:00 a.m. every Monday.

2. The Administrative Council

With the President acting as chairman, the Administrative Council consists of the Vice Presidents, the academic deans, the directors, the Chairman of the Faculty Council, the President of the Student Association, and the Registrar, who acts as secretary.

The Administrative Council is a committee of the President's for advice and communication. Although custom has given it some aspects of a legislative body, its decisions must have the approval of the President before they can become effective. It has numerous *ad hoc* committees, but no standing committees.

3. The Academic Council

The Academic Council consists of the Vice President for Academic Affairs as Chairman, the Vice President, the Vice President for Student Affairs, the academic deans, the director of libraries, the Chairman of the Faculty Council, the President of the Student Association, and the Registrar, who acts as secretary.

The Academic Council acts only with the approval of the President. It advises and assists the President on all academic affairs of the University. Meetings occur at 1:30 p.m. on alternate Mondays.

D. Other University Committees

Each July, the President announces in the *President's Bulletin* the appointment of members to approximately forty standing committees. He is advised in selecting them by the Committee on Committees. Committee membership is usually rotated in order to provide some new members for each committee each year; in some instances the nature of the committee's charge dictates its composition. About half of the committees serve as advisory bodies, while the others exercise authority, ordinarily without the need for administrative review.

Ad hoc committees are appointed during the year as the need arises. (*The President's Bulletin* is issued to each faculty member and kept on file in the Office of Personnel Services of the University.)

E. Nonacademic Personnel

Nonacademic divisions of the University are generally organized in ways similar to the organization of the academic subdivisions, with departmental heads in charge. The heads, subject to the approval of their superiors, are responsible for hiring personnel and for supervising their performance. The organizational chart of the University shows how the nonacademic departments relate to the President. (See Appendix II.)

III. THE FACULTY

The faculty of Mississippi State University is organized under the guidelines set

down in the *Charter of Organization of the Faculty of Mississippi State University.* The faculty is divided into two categories, the General Faculty and the Graduate Faculty. (See Appendix III for the complete charter.)

A. The General Faculty

The General Faculty is made up of all resident executive and administrative officers of areas related to instruction or research and all instructional, research, and extension employees of the University who possess the minimum rank of full time instructor or its equivalent. (See Appendix IV for the *Bylaws of the General Faculty.)*

B. The Faculty Council

The General Faculty elects representatives to the Faculty Council which functions as a channel of communication between the faculty and the President. The Faculty Council advises the President on matters he has referred to it. (See Appendix III, part II, for the structure of the Faculty Council and Appendix V for the *Bylaws of the Faculty Council.*)

C. The Graduate Faculty

The Graduate Faculty has two types of membership, full and associate. Administrative staff holding membership are the President, the Vice Presidents for Agriculture and Forestry and Academic Affairs, the deans of all schools, and the heads of departments maintaining graduate majors.

Academic staff membership consists of faculty members proposed to the deans and department heads concerned, approved by the Graduate Council, and appointed by the President.

D. The Graduate Council

The Graduate Council is composed of one elected member from each of the schools offering graduate work and like number appointed by the Dean of the Graduate School. It advises the Dean of the Graduate School and the President on matters pertaining to the graduate program of the University.

The Dean of the Graduate School is Chairman, and the Council meets twice each month, ordinarily the second and fourth Fridays, at 1:30 p.m. in the graduate office.

E. AAUP

Membership in the American Association of University Professors is open, by application, to any member of the University faculty who devotes half of his time to teaching or research or both. Members receive the *Bulletin,* which is devoted to the general interests of the profession.

The major efforts of the organization are devoted to supporting freedom of teaching and research, promoting security of academic tenure, maintaining and improving professional ethics and standards, and advancing the economic welfare of the profession.

F. AAUW

Membership in the American Association of University Women is restricted to women graduates of approved colleges and universities.

The local chapter is concerned with present-day developments in government, art, economics, education, and other fields. Meetings are held on the third Monday of each month during the academic year.

IV. FACULTY RESPONSIBILITIES

A. Student Conduct Detrimental to the Educational Process

Faculty members are expected, as part of their professional duties, to engage in faculty-student dialogue. When a faculty member suspects that professional guidance and counseling would help a student, then he should refer the student to the Counseling Center.

B. Cheating

As a means of protecting students and reducing any temptation to cheat, a student group made the following recommendations, which were endorsed by the Faculty Council: "that all faculty members remain in the classroom during tests, keep the class under observation throughout tests, insist that the students put aside all materials except specified test materials during tests, seat students in alternate seats when possible, and take immediate action against students caught cheating."

The Academic Council has called upon each instructor, in order to prevent misunderstanding, clearly to define at the beginning of each semester what shall constitute cheating in his course. The Council also urges that academic penalties for cheating "shall be severe." Penalties for cheating are handled as follows:

1. Academic Penalty.

According to the policy adopted by the Academic Council, "the minimum penalty given shall be failure in the course at the discretion of the instructor with the concurrence of a faculty committee appointed by the instructor's dean; and if a grade of F for cheating is given by the instructor, he should report this action to his dean who in turn shall submit reports to the Vice President for Student Affairs and the student's dean."

2. Disciplinary Action.

Action other than that for determining the grades of students involved in cheating is handled by the Division of Student Affairs, to whom all cheating cases are to be reported. The Vice President for Student Affairs presents each such case to a discipline committee for action.

C. Attendance at Classes: Teachers

It is assumed that teachers will be in classes during the full scheduled times unless hindered by reasons beyond their control and that when teachers cannot meet classes, timely announcements will be made. In those cases where the teacher is absent and has not been able to notify the class ahead of time, custom has it that the class need remain in the classroom only ten minutes after the beginning of the period.

D. Attendance at Classes: Students

When a student registers he accepts the responsibility of attending all classes and doing any work the instructor may prescribe Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence if possible.

Class attendance will not be the only factor in grade assignments.

E. Reporting Absences

All absences for undergraduates are to be reported by the instructor on midterm and final grade reports submitted to the Registrar. Student grade reports will indicate class absences.

Instructors may report absences to the

Division of Student Affairs at any time they feel it appropriate to do so. Instructors are expected to report students with continued absences which might indicate that the student is no longer on the campus.

F. Examinations

1. Time and Place

A schedule as to time and place of examinations is published for each examination period. Except for the latitude described below all examinations must be in conformity with the schedule. When an instructor is teaching more than one section of the same course, he may grant permission to one or more of his students to take the final examination in any one of his sections provided this procedure does not result in a conflict or in too many examinations in one day.

2. Final Examinations

Except for candidates for bachelor's degrees at Mississippi State University, final examinations are required in all courses, both graduate and undergraduate, except in certain laboratory courses in which an examination is considered impractical or unnecessary.

3. Senior Exemptions

A graduating senior is eligible for exemption from final examinations only once and must be a candidate for a degree at the end of that period of enrollment. A senior who has an average grade of B or better in a course at the last regular class meeting is not required to take the final examination in that course.

4. Advanced Standing Examinations

Applications for advanced standing examinations must be submitted to the Academic Vice President of the University. Application forms to be used are available in his office. Quintuplicate copies, properly filled out, must be submitted. The *Academic Calendar* published in the *Bulletin of the Mississippi State University*, will specify final date for filing applications. The applicant must be a regularly enrolled student in residence on the campus when he files his application and when he takes the examination.

G. Classroom Regulations

1. Smoking in Classrooms

The State of Mississippi does not carry fire insurance on public buildings except in those cases where the financing requires insurance.

As a means of reducing fire hazard, regulations prohibit smoking in classrooms.

2. Classroom Allocation

Classes are scheduled for certain rooms by the Coordinator of Schedules under the Academic Vice President. With certain rare exceptions involving specialized equipment, departments do not have exclusive use of any classroom.

Room changes are made only through the Coordinator of Schedules. Faculty members are not authorized to make changes on their own initiative and without his prior approval. Such changes are reported through a professor's department head and dean to the Academic Vice President so that the tabulating service may correct its records.

3. Issuance of Keys to Buildings

Ordinarily the academic buildings are locked at 10:00 p.m. Staff members desiring to remain in the buildings or to enter them after this hour may secure keys from persons designated, one for each building. Academic deans can identify these persons.

4. Facility Alterations

Alterations are not to be made to physical facilities or properties of the University without prior approval of the Physical Plant Department. Likewise, changes or additions to mechanical, electrical, or other such service must first be cleared with the Physical Plant Department.

H. Special Teaching Programs

1. Correspondence Courses

Through the Division of Continuing Education most colleges offer a variety of correspondence courses. Grading papers in these courses is undertaken by individual teachers on a basis of extra pay for extra work.

2. Extension Classes, Teaching

The Division of Continuing Education operates off-campus and evening classes under the direction of its dean. In some cases where the classes are within reasonable commuting distance from the campus and where regular members of the faculty can undertake an additional class without exceeding institutional limits for teaching loads, arrangements are made in individual cases for an occasional such class on a basis of extra pay for extra work. In other cases such teaching responsibilities are calculated within the framework of the total work assignment of an instructor by arrangement with his department head and dean.

I. Academic Grading and Classification

1. Academic Standing

Minimum standards of scholarship are prescribed by the University for determining whether a student is to be continued or discontinued on the basis of his academic attainment.

a. A student will be placed on probation when he accumulates a quality point shortage of fifteen (15) or more quality points. (A quality point shortage means that a student has less quality points than required for a "C" average.)

b. A student will become an academic failure when he accumulates a quality point shortage of thirty (30) or more with the exception that no student can become an academic failure without having had one period of probation. He shall remain out of the University for one (1) semester. If no courses are taken during the summer, this period of time will be regarded as a semester for the purpose of these regulations.

c. A student who has become an academic failure for three (3) times or whose quality point shortage is forty-five (45) or more will become an academic dismissal and will not be admitted or re-admitted except upon recommendation of the Admissions Committee to the Academic Council and then only after remaining out of the University one (1) calendar year.

d. Transfer students will be placed in the position they would have attained had they been enrolled in residence, except that quality points in excess of a "C" average earned at other institutions can not be used to offset deficiencies at Mississippi State.

e. A student readmitted with a quality point deficiency of thirty (30) or more must reduce his deficiency at the end of that period of enrollment to be eligible for readmission. He will remain on a probationary status until his deficiency has been reduced to less than fifteen (15). A student may continue in school during the second term of the summer session, irrespective of his record during the first term.

2. Classification of Students

Exclusive of credit in physical education activity courses, students are classified according to the following scale on the basis of total hours earned:

Senior . . . . 94 or more semester hours
Junior . . . . . 62-93 semester hours
Sophomore . . . . 30-61 semester hours
Freshman . . 29 or fewer semester hours

3. Grading Procedures

a. Grades and quality points. The class work of the student will be rated according to the following pattern of values:

A	Excellent
B	Good
C	Average
D	Poor
F	Failure
S	Satisfactory
U	Unsatisfactory
I	Incomplete
WP	Withdrawn Passing
WF	Withdrawn Failing

Effective on September 1, 1968, the quality point system of the University changed from a 3-point to a 4-point system as indicated below:

Grade	Quality Points Per Hour
A	4
B	3
C	2
D	1
F	0
WF	0

On all work taken after September 1, 1968, the quality point average shall be determined on the basis of semester hours scheduled and rescheduled in which grades of A, B, C, D, WF, and F are recorded. A grade of Incomplete will be considered the same as an "F" until changed to a passing grade. A grade of withdrawn-failing (WF) will be considered the same as an "F" grade. Where pass/fail grades are used, such grades (pass, fail, satisfactory, credit, or other such entries) are disregarded in the quality point average or quality point deficiency for admission purposes; but the hours passed may be applied toward the total hours required for a degree. All hours scheduled in which grades of A, B, C, D, F, and WF are assigned will be considered as hours attempted.

b. Dropping of Courses. After the calendar date for dropping courses without penalty, students may withdraw from individual courses up to one week prior to the beginning date of final examinations, with a grade of WP (withdrawn-passing) being given those who are passing at the time of withdrawal and a WF (withdrawn-failing) being given those who are failing at the time of withdrawal. In order to receive credit for a course on which a grade of WP was received, the student must repeat the entire course.

Students exercising this procedure will not be required to withdraw from school except when they withdraw from all courses. The policy is applicable to both undergraduate and graduate students. Graduate students having grades below "C" at the time of withdrawal shall be judged as failing. All such withdrawal requests shall be initiated with the student's advisor and shall be approved by the student's department head and dean.

c. Withdrawal. Any student who leaves the University, except for temporary absences from University limits, must secure a withdrawal permit from the Division of Student Affairs, where he will be instructed as to the proper procedure. This permit, when completed, will be filed with the Comptroller and Registrar of the Uni-

versity. Failure to do so will cause the Vice President for Student Affairs to record said students as having deserted from the University.

A student who withdraws after the calendar date for dropping courses without penalty has passed will have the grade WP (withdrawn-passing) or WF (withdrawn-failing) submitted in each subject scheduled.

d. Pass/Fail Grading. An undergraduate student who has successfully passed fifteen hours may elect, with the approval of his academic dean, to take courses under the pass/fail option. This program is open to undergraduate students only. A student registering for a course under the pass/fail option must meet the prerequisites for the course or have permission of the instructor teaching the course. A student may register under the pass/fail option for not more than one course per semester, up to a maximum of four courses, no more than two of which may have the same course symbol. No course which is specifically required for graduation in the curriculum in which a student is currently enrolled may be taken under the pass/fail option.

In the event that a student changes his major, credit for any course which he has passed on a pass/fail basis and which is a required course in his new major, may be allowed with the approval of his new dean. Students may change from pass/fail enrollment to enrollment for a regular grade, or vice-versa, any time prior to the deadline for adding courses as published in the *Academic Calendar*. If a course is taken under the pass/fail option, the grade of "S" or "U" will not be included in the computation of the graduation grade average. If the course is passed, the units of credit will be applied toward the number of hours required for graduation.

The instructor shall be informed by the Registrar which students are enrolled in his course under the pass/fail option. When so notified, the instructor will submit a letter grade at the time for progress grades to be submitted, and either "S" for satisfactory or "U" for unsatisfactory at the end of the semester. Exemption privileges for graduating seniors will be awarded on the same basis as for letter grade courses. For the purposes of the pass/fail option, the letter grades, A, B, C, and D will be reported as satisfactory. Incompletes will be allowed on pass/fail courses.

4. Academic Review Board

a. Composition of Board. The Board will be composed of one member of the teaching faculty from each of the schools or colleges of the University with the member being elected annually by his University division (in the same manner and at the same time as Faculty Council representatives), plus three faculty members at large. The member who represents the Graduate School shall be elected by the Graduate Faculty and shall be a full member of that faculty. The members at large will be appointed by the Vice President for Academic Affairs, who should insure adequate minority representation. In addition to the regular members, at each hearing involving an instructor, all of the faculty of the instructor's department may also sit on the Board and collectively have one vote. The regular members shall serve one year beginning on July 1 following their election and may be re-elected. However, the first group will serve for eighteen months beginning on January 1, 1973.

b. Statement of Policy. Student performance should be evaluated according to academic criteria, not on the basis of opinions or conduct in matters unrelated to academic standards.

The instructor (defined as one who has the responsibility for a class, special problem or thesis) has the authority in his class over all matters affecting the conduct of the class, including the assignment of grades.

Students shall have protection through orderly appellate procedures against prejudiced or capricious academic evaluation. The method of grading by instructors should be made clear to students, and instructors should be required to justify disputed grades. All records on which grades are based should be retained on file for a *minimum of six months.*

Appeals associated with final grades must be received and processed by the department head or his representative within thirty days after the end of the term in which the grade is assigned.

The grade appealed shall remain in effect until the appeal process is concluded. Any associated effects (loss of eligibility or privilege of any kind) shall be invoked even though an appeal is pending or planned.

c. Appeal Procedure.

(1) The student is to take his complaint to the instructor involved.

(2) If the student does not obtain satisfaction, he may acquire a grade appeal form from the Registrar's office, fill it out and take it to the instructor's department head. The department head acknowledges the receipt of the form and returns the duplicate to the student.

(3) If the department head, upon reviewing the complaint, is unable to resolve the matter to the satisfaction of the student, he shall forward the appeal form with letter of recommendation to his dean. The dean should then send copies of all material to the student's dean if different from that of the department head's dean.

(4) If the reviewing dean is unable to resolve the matter to the satisfaction of the student, he shall forward the appeal form with letter of recommendation to the Vice President for Academic Affairs, who should be furnished a complete file of the case. The Vice President for Academic Affairs may then refer the case to the Academic Appeals Board.

(5) Hearing procedure. The following guidelines are established for the direction of Academic Review Board conducting formal hearings on academic appeals:

(a) The instructor and student shall be informed in writing by the Vice President for Academic Affairs of the place and time of the hearing.

(b) The instructor and student will be allowed 72 hours to prepare for the hearing. The instructor may request additional time by showing cause. The instructor and student shall be advised that they have the right to appear with an advisor if they so choose.

(c) The majority of the hearing board members shall constitute a quorum.

(d) Normally hearings are closed; however, either the instructor or the student may request a public hearing. A public hearing can involve only a limited number of spectators, and appropriate control measures will be established. If there is difficulty with crowd control the chairman can specify that the hearing be closed.

(e) The instructor shall be asked to appear in person to present his case to the Academic Review Board, and he may call witnesses in his behalf. However, the instructor

may elect not to appear before the Review Board. Should he elect not to appear, the hearing shall be held in his absence. The failure of an instructor to appear must be noted without prejudice. The student must appear in person to present his case and may also call witnesses in his behalf. It will be left to the discretion of the Board whether or not to permit the introduction of any particular written statement. If written evidence is to be presented against the instructor, he shall be allowed to see the actual signed statements at least 72 hours before the hearing. Unsigned statements shall not be admissible as evidence.

(f) The instructor or student shall have the right to challenge any member of the hearing board for good cause and request that he be disqualified for that hearing. This dismissal of a challenged hearing board member shall be at the discretion of the hearing board chairman. Should the chairman be directly involved in the case, he shall recuse himself and a chairman pro tempore shall be selected for that hearing.

(g) The instructor shall be presumed to have assigned the proper grade until it is proven otherwise. The burden of proof to the contrary rests with the student.

(h) The instructor and student shall have an opportunity to be present during the presentation of all evidence and to challenge the admissibility of any evidence. They shall have the opportunity to question all witnesses. The chairman of the hearing board shall supervise any questioning of this nature, and, at his discretion, strike any questions which are not relevant to the purpose of the hearing. The Board may question the instructor, the student, and any witnesses.

(i) All matters upon which the decision may be based must be introduced and discussed at the hearing and the decision shall be based solely upon the evidence presented. Under no circumstances shall any mention be made during the hearing of past charges made against the instructor.

(j) The recommendation in each case shall be made by a majority of Board members present and voting.

(k) Recommendations of the Board will be issued in writing to the Vice President for Academic Affairs. He shall transmit the recommendations and his decision to the instructor and student.

V. UNIVERSITY POLICIES

A. Equal Employment Opportunity Policy

It is the policy of Mississippi State University to take affirmative action to entertain all applications and referrals for employment at all levels and to employ, retain, promote, discipline, and retire all personnel without discrimination, affording equal employment opportunity to all areas of the institution without regard to race, creed, color, sex, or national origin.

B. Employment

The contracting agency for employment is the Board of Trustees, and the maximum period of employment is four years. Apart from the President's and certain athletic personnel's contracts, the period is one year.

The precise terms and conditions of

every appointment shall be stated in writing and shall be in the possession of both institution and employee before the appointment is consummated.

C. Nepotism

A unit of the University may not employ any person in any capacity if such person is related by marriage or blood within the third degree to any other employee in the same unit if either one of the two related employees in the same or different units will have direction or supervision of the other.

D. Outside Employment

Members of the faculty are permitted to engage in outside employment provided permission is first obtained. The President has delegated to deans and department heads the authority to grant such permission after deans and department heads have determined that the outside employment will not interfere with the institutional duties of the faculty members involved.

E. Tenure at Mississippi State University

Tenure at Mississippi State University is maintained under the policies adopted by the Board of Trustees of Institutions of Higher Learning. (See Appendix VII).

Beginning with appointment at the institution to any professorial rank, the probationary period shall be three to five academic years, three of which may have been met in the rank of instructor. Upon reappointment after the conclusion of the probationary period, a professor of any rank shall have continuing employment only when so informed in writing by the head of the institution.

To implement the policies of the Board and to provide the necessary machinery for the operation of these policies, Mississippi State University observes the following regulations:

1. Applicability

Tenure at Mississippi State University is applicable to members of the General Faculty, with the following exceptions; (a) those members of the General Faculty who are subject to federal employment and practice; (b) those members of the General Faculty who are subject to employment policies of other state agencies; and (c) those members of the General Faculty who are employed primarily by private industry or are primarily self-employed.

Tenure is considered to be on the basis of academic or equivalent rank rather than administrative position.

2. Appointments

Prior to an appointment, members of the General Faculty are expected to submit all documents required by law, by the Board, and by the institution. Formal contracts are issued only after ratification of an appointment by the Board of Trustees.

The terms of an appointment are specified in writing by the department head, after consultation with the appropriate dean, director, or other administrative officer. These terms ordinarily include salary rate, rank, date at which duty will begin, contract period, summer school policies, and policies of contract renewal and tenure. A copy of the terms of the appointment together with the employee's letter of acceptance will be included with the appointment papers.

3. Probationary Period

Board policy allows a probationary period of from three to five years for the establishment of tenure in a professorial

rank. Whether this period is the minimum of three academic years or more is a matter for determination by the department head and other appropriate administrative officers, judging each case on its own merits. The probationary period may be extended beyond five years.

For the purpose of determining years of service for establishing tenure, part-time employment may not be counted. However, in such agencies as Chemical Regulatory Division and the State Plant Board, part-time teaching by a full-time contractual employee may be counted in determining tenure.

Leave from Mississippi State University for reasons of (a) professional improvement, (b) visiting and exchange professorships or the equivalent, and (c) military exigency, is included in reckoning years of service at the institution, but not necessarily for establishing tenure. Such leave may be counted, subject to the judgement of the appropriate officers of the institution, in satisfying a portion of the requirements for service in establishing tenure.

4. Recommendations for Tenure

Recommendations for tenure should be initiated by department heads and approved by other administrative officers concerned. Final approval is given by the President, who in turn gives notice in writing to the person who has been granted tenure.

5 . Tenure Committee

Board policy requires the creation of a tenure committee at each institution to function in matters involving (a) termination "for cause" of a person holding tenure and (b) dismissal of any teacher "for cause" prior to the expiration of a term appointment.

The Tenure Committee is one of the several standing committees appointed by the President. Its findings are made in the form of recommendations to the President.

Where a person being terminated requests a hearing of the President, the President will appoint for the purpose a special committee broadly representative of that person's peers.

F. Academic Freedom

Mississippi State University recognizes the fact that in the republic of scholars there are certain indisputable rights to freedom of expression. The University encourages the search for knowledge and truth, and does not abridge the scholar's right to reveal his findings through appropriate channels by both spoken and written word, even if in doing so he may find himself at variance with his students and professional peers as well as with the lay community. The scholar must, however, recognize the fact that as a human being, he is also the possessor of opinions, some of which may be subject to human frailty of bias and error. As a free citizen he has the right to express these opinions. The degree to which he expresses them as a scholar claiming sanctuary in the University is a matter of academic responsibility, both to the University, which must insist upon scholarly objectivity in the classroom, and to the community of laymen, among whom his leadership requires the exercise of that good taste and discretion that govern the public conduct of both free men and free scholars.

G. Office Hours

Offices are regularly operated on a schedule of 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m. Monday through Friday each week except on approved holidays and during other periods designated by the President. Individual profes-

sors arrange their office hours to accommodate the needs for student conferences in keeping with departmental policies and customs. It is understood that work will be performed on Saturdays and other periods not considered regular office hours when required. However, work periods and compensation for employees involved must be within budgetary limitations and provisions of the Fair Labor Standards Act.

H. Scheduling Courses by Faculty

With approval of department heads, academic deans, and the Academic Vice President; faculty members may schedule and pay for one course during a semester.

I. Political Activities

Participation by employees of the several institutions of higher learning in various community and public affairs is expected; however, time given to such activities should not interfere with the regular duties of the employees. Before an employee shall become a candidate for any public office, the same being a salaried position, he is required to obtain a leave of absence without pay from the head of the institution where he is employed.

J. Decals and Parking

Vehicle registration is required of students and all employees who operate automobiles on the campus. Vehicle registration decals, which are purchased at the Business Office, evidence the privilege of the automobile on campus.

K. Leave Policies
(For complete leave information refer to *Leave Policy and Procedures of Mississippi State University.)*

1. Personnel employed annually for less than twelve months

Formal annual leave policy provisions are not applicable for personnel employed on less than a twelve-months basis annually. Duty and non duty requirements of these employees are determined by individual assignment, Annual Academic Calendar, related activities, and special conditions as may be determined by University and department programs.

2. Annual Vacations Leave

Twelve-month employees are granted 10, 15, or 20 days annually according to their employment and classification. Unused annual leave may be carried forward from one fiscal year to the next so long as the amount carried forward does not exceed one and one-half times annual rate.

3. Sick Leave

Sick leave is earned at the rate of one day per month during the employee's regular annual employment period and is cumulative to 60 days.

4. Emergency Leave

Emergency leave due to critical illness or death in the family may be granted without loss of pay up to a total of five days annually. Excess of five days annually used for this purpose is charged to annual vacation leave.

5. Military Leave

Military leave with pay is limited to 15 days by State statute.

6. Requests for Sabbatical Leave

Requests for sabbatical leave are made on special forms available in the Office of Personnel Services. University policy with respect to sabbatical leave is governed by State law. See Appendix VIII for a full statement of the State law on sabbatical leave.

7. Leave Without Pay

Leave without pay may be granted for personal business when prior arrangement has been made with the department head subject to approval of the President. An employee on leave without pay does not earn leave credit while on leave from duty; however, his earned cumulative leave is not forfeited provided he returns to duty after the approved leave of absence.

8. Maternity Leave

Requests for maternity leave or other leave without pay are made by letter through administrative channels. Sick leave is not granted for pregnancy after the employee is separated for maternity care.

9. Leave Privileges

Only regular employees are entitled to leave privileges. Temporary and student employees do not earn leave with pay.

10. Application Submission

Applications for leave should be filed in advance except in cases of emergencies. Applications for sick leave may be filed immediately on return to duty. In cases of extended illness, leave applications should be submitted at the end of each calendar month.

Leave application forms are available from the Office of Personnel Services of the University.

11. Terminal Leave

An employee terminating from service should submit an application for unused vacation leave for which he expects to receive terminal pay after his last day of duty. Terminal leave is limited to the amount of unused leave not to exceed one and one-half times annual rate. Holidays falling within the terminal leave period for a terminated employee are charged to accumulated vacation leave. Sick leave is not granted during the terminal leave period of an employee, even though his accrued vacation leave period has not expired at the time of illness.

12. Absence of Less than One-half Day

Formal application for leave is not submitted for units of time of less than one-half day. Absences of less than one-half day which are to be charged to leave credit may be cumulative to multiples of one-half day and then reported.

L. Uniform Regulations for Off-Campus Speakers Invited by Organized Student and Faculty Groups (This section is part of a court order applying to all institutions of higher learning in Mississippi.)

The freedoms of speech and assembly guaranteed by the first and fourteenth amendments to the United State Constitution shall be enjoyed by the students and faculties of the several Institutions of Higher Learning of the State of Mississippi as respects the opportunity to hear off-campus, or outside, speakers on the various campuses. Free discussion of subjects of either controversial or non-controversial nature shall not be curtailed.

However, as there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, the issuance of invitations to outside speakers shall be limited in the following particulars, but only in the manner set forth herein:

1. A request to invite an outside speaker will be considered only when made by an organized student or faculty group, recognized by the head of the college or university;

2. No invitation by such organized group shall be issued to an outside speaker without prior written concurrence by the head of the institution, or such person or committee as may be designated by him (hereafter referred to as his authorized designee), for scheduling of speaker dates and assignment of campus facilities;

3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience, and topic of speech. Any request not acted upon by the head of the institution, or his authorized designee, within four days after submission shall be deemed granted;

4. A request made by a recognized organization may be denied only if the head of the institution, or his authorized designee, determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:

a. The violent overthrow of the government of the United States, the State of Mississippi, or any political subdivision thereof; or

b. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property; or

c. The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions; or

d. The physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members or students; or

e. Other campus disorder of a violent nature.

In determining the existence of a clear and present danger, the head of the institution, or his authorized designee, may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any state educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institutions.

5. Where the request for an outside speaker is denied, any sponsoring organization therby aggrieved shall, upon written application to the head of the institution, or his authorized designee, obtain a hearing within two days following the filing of its appeal before a Campus Review Committee, composed of three faculty members and two students of the institution, for a de nova consideration of the request. The Campus Review Committee shall have power to grant or deny the request; and its decision shall be final, unless judicial review is sought as hereinafter provided. If such request is neither granted nor denied within said two-day period, it shall be deemed granted, and the speaker's invitation shall issue. The three faculty members to serve on the Campus Review Committee shall be appointed at each institution for a one-year term beginning September 1 of each calendar year, and this appointment shall be made by the President of the Board of Trustees of the Institutions of Higher Learning. The two student members on the Campus Review Committee shall be the president and secretary of the student body of each institution, and they shall serve only as long as they hold those student offices.

Any sponsoring organization aggrieved by the action of the Campus Review Committee in denying the request may obtain judicial review thereof upon application to any court of competent jurisdiction, state or federal, by presenting its verified petition setting forth the grounds of complaint and giving adequate notice of such filing to the head of the institution. Upon hearing to be conducted as soon as practicable, and at such time and place as the court may prescribe, the court shall either reverse or affirm the decision of the Campus Review Committee as may be proper under the law and facts.

6. Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the head of the institution, or his authorized designee, in writing immediately of such acceptance. The head of the institution, or his authorized designee, may, in his descretion, require that the meeting be chaired by a member of the administration or faculty, and he may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group. By his acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by him while he is on campus.

VI. SALARY PAYMENTS AND DEDUCTIONS

A. Payday

Salaried employees are paid by check once a month, on the last working day of the month. Checks are distributed by the U. S. Postal Service.

B. Salary Withholdings and Depository Credit Service for Nine-Months Contractual Employees

Nine-months contractual employees who wish to be paid on a twelve-month basis may make arrangements for withholdings desired by contacting Supervisor, Audit Section, Room 516, Allen Hall; or by telephoning 325-4244.

The withholdings and depository procedures are as follows:

1. Equalization of the net amount of salary checks cannot be achieved because of Social Security, State Retirement, and other variable deductions which may not extend over the entire nine-months contractual period.

2. Any amount designated by an employee may be deducted from the gross amount of salary checks issued under nine-months contracts. The amount cannot be changed during a contractual period once it is designated.

3. Tax, retirement, and Social Security withholdings will be applied to the gross amount of each salary check; thus, deductions for these purposes will not be applied when deducted amounts credited to the employee's depository account are withdrawn.

4. An account will be established for each employee designating an amount to be deducted from salary checks for this purpose. The account will be credited with the amounts withheld. The balance of funds in the employee's depository account may be withdrawn in whole or in part at any time designated by the employee or in three equal amounts in June, July, and August of each year if the employee prefers this arrengement.

5. The gross amount of salary checks will be reported on Forms W-2, Wage and Tax Statements, regardless of any salary withholdings made.

6. The status of amounts deducted from salary checks as described above and deposited to the employee's credit in a special account is that the funds belong to the employee, may be withdrawn at the option of the employee at any time, and the depository account maintained by the University is for the convenience of the employee.

7. Employees contemplating the use of a University depository account may wish to consider the advantages of periodic deposits to savings accounts in commercial institutions on which interest can be earned.

C. Deductions

Each paycheck should be examined to make sure that proper deductions have been made. Errors should be reported to the department head or Payroll Office immediately. Most employees will have the following deductions: federal income tax, state income tax, Social Security, state retirement, life insurance, and hospitalization insurance. The following may also be deducted when applicable: salary protection insurance, tax sheltered annuities, University housing rent and utilities, and credit union payments and savings.

D. Social Security

University employees have Social Security coverage in accordance with the old-age, survivors, disability and health insurance provisions of the Federal Social Security Act. Professional employees at least 50% of whose employment is in the Agricultural Extension Service are members of the Federal Civil Service Retirement System and are not eligible for Social Security coverage.

E. Tax Sheltered Annuities

Employees of the University are eligible to participate in a plan of tax sheltered annuities provided by Section 403 (b) of the Internal Revenue Code of 1954, as amended. The amount of annuities which an employee may authorize the University to purchase for him in lieu of a portion of the salary otherwise payable directly to him is determined by a formula prescribed by the Internal Revenue Code and Regulations. The amount of such annuity premiums is not reported annually as taxable income on the employee's Form W-2, and payment of Federal income tax on these funds is not required until the annuity contract matures, is cancelled, or is determined to be taxable under the regulations. Employees who are interested in the purchase of tax sheltered annuities should secure competent advice of an approved underwriter, licensed to do business in Mississippi. The University makes annuity premium payments from an employee's salary when authorized to do so but does not contribute funds to the individual's tax sheltered annuity plan.

F. State Retirement System

All persons who are employed as much as half-time with the University are required to become members of the Public Employee's Retirement System of Mississippi. Employees are also covered by the Social Security program while employed with the University.

Retirement system cost to the University is 5.85 percent of total earnings up to a maximum of $35,000 per year for each individual employed. The employee contributes 5 percent on total earning up to a maximum of $35,000 annually.

State law requires retirement at age sixty-five; however, members of the retirement system with thirty years in a state service may retire at age fifty-five, or at age sixty with ten years service. For persons selecting early retirment, benefits

are reduced 3 percent for each year under sixty-five.

Should an employee terminate his service with the University and the State of Mississippi, he may apply for a refund of state retirement contributions deducted from his salary while employed.

More detailed information about the state retirement system may be obtained from the Office of Personnel Services of the University, the Accounting Office of the Agricultural Experiment Station, the Accounting Office of the Agricultural Extension Service, or the State Retirement System's Office in Jackson. (See Appendix IX).

G. Life Insurance

A group life insurance plan is available to all employees who are members of the retirement system. The group life insurance plan is required of all new employees. No medical examination is required of the new employee to obtain coverage with the group plan.

The amount of group life insurance available to each employee is related to the salary of the employee. The University contributes fifty percent of the cost of the insurance.

A booklet which provides more detailed information regarding the group life insurance program is available in the Office of Personnel Services and other departmental offices of the University.

H. Medical Insurance

The group health care program is optional for all employees. However, an employee who does not apply for this insurance within thirty days from the effective date of his employment may be asked to provide evidence of insurability upon joining. The University contributes fifty percent of the cost of the insurance.

A publication providing full information about the group hospitalization plan is available through the Office of Personnel Services and other departmental offices of the University.

I. Workmen's Compensation

Employees of the University are covered by the state workmen's compensation laws. Compensation is payable for disability or death of an employee from injury arising out of and in the course of employment. The total compensation payable, exclusive of medical payments, for an injury to an employee or the death of an employee, or any combinations of such injury or death cannot exceed $22,000. All medical services in connection with the injury are paid.

Complete information on workmen's compensation may be obtained at the Office of Personnel Services, the Accounting Office of the Agricultural Experiment Station, or the Accounting Office of the Agricultural Extension Service

J. Long Term Disability

A long term disability insurance program is available to contractual administrative and faculty personnel. No health examination is required if an employee enrolls within thirty days of his beginning employment date. After thirty days a health examination is required for enrollment. The employee pays the full premium. The Office of Personnel Services of the University has information concerning this plan.

K. Accidental Death and Dismemberment

An accidental death and dismemberment group insurance plan is available to all employees. No health examination is

required if an employee enrolls within thirty days of his beginning employment date. After thirty days an employee must wait until the next enrollment date, usually in early fall, before joining. The employee pays the full premium. The Office of Personnel Services of the University has information concerning this plan.

VII. FRINGE BENEFITS

A. Housing

There are 124 housing units available to faculty and staff members. They range in size from one-bedroom apartments to four-bedroom houses, and rentals range from $56.00 to $144.00 per month. Factors taken into consideration in the assignment of housing are position and rank of individual, size of the family, and type of unit desired. Requests for assignment to university housing are directed to the Chairman of the Housing Committee.

B. Athletic Tickets

Each year, between May 1 and July 15, every member of the faculty is given an opportunity to purchase one I.D. card in his name and three additional tickets in the names of members of his immediate family. These I.D. cards entitle the holder to attend all on-campus athletic-department-sponsored athletic events. In addition, one of these I.D. cards entitles the holder and his family to use the University swimming pool. Regulations governing the sale of faculty I.D. cards are mailed to faculty members from the Ticket Office of the Athletic Department during the month of April. Cards are mailed immediately after the first faculty meeting in the fall.

C. Recreational Facilities

Faculty members have free use of the tennis courts, volleyball courts, handball courts, and gymnasium, subject to scheduled use by athletic teams and physical education classes. See above under the heading Athletic Tickets for information concerning the use of the University swimming pool. Male faculty members have free use of dressing and shower facilities at Frank Turman Field House which is located at the south end of the football stadium and track. This facility is open from 7:00 a.m. to 1:30 p.m. Monday through Friday during football season and 8:00 a.m. to 4:00 p.m. Monday through Friday during the remainder of the year.

Participants must furnish all articles and no permanent lockers are furnished. For further information call the Athletic Department.

D. Golf Course

Approximately two miles east of the campus on Highway 82 is the University golf course, which is leased and operated by the Athletic Department. Faculty members may pay dues and green fees at a preferential rate. Dues are paid at the Pro Shop or Athletic Department Business Office; green fees are paid at the golf course Pro Shop.

VIII. UNIVERSITY SERVICES

A. The Mississippi State University Alumni Association, Inc.

The Alumni Association of Mississippi State University was founded June 17, 1885. It has established as its purpose perpetuating the memories of college life in a manner that serves to bind together

the classes of different years and to strengthen the good influence that the University exerts through her graduates.

The alumni of Mississippi State have their permanent headquarters in the Alumni House on the campus. This building represents an investment of $300,000 and is dedicated to serve alumni, students, and friends of Mississippi State. In addition to the alumni office facilities of the building include a lobby, mezzanine lounge, conference and assembly rooms, and a twenty-two room motel.

Charters have been issued to eighty-two county and twenty-six out-of-state chapters. In addition to an eight-member executive committee and an alumni council composed of twenty-five past presidents, twenty-four district presidents and five out-of-state representatives, there are six state-wide committees and at least three officers in each of the chartered chapters. This totals more than four hundred volunteer workers on all levels and provides for wide participation of former students and friends.

B. The Mississippi State University Development Foundation, Inc.

On February 5, 1962, the Mississippi State University Development Foundation was incorporated for the exclusive purpose of promoting high quality educational and research performance at Mississippi State University. The Foundation, whose purpose it is to secure funds for the support of the University from private sources over and above those received from governmental appropriations and student fees, came into being as a result of the efforts of a group of alumni and friends who raised the $120,000.00 for operating funds to underwrite the program for the first three years. The Development Foundation has qualified under United States Internal Revenue Department Regulations for tax exempt status, thus making gifts deductible for income tax purposes.

Gifts to the Foundation are increasing in number and are already enabling the University to strengthen its program in making available undergraduate scholarships and graduate assistantships in research and teaching, as well as permitting a limited number of salary supplements to retain or secure faculty members with special training or other qualifications particularly desired. An estate planning advisor has been added to assist alumni and other friends of the University in planning so as to reduce estate and income taxes through gifts to the Foundation. His services are available on request without charge.

C. The University Union

The facilities of the University Union are available to all faculty, staff members, and their families.

The Union facilities include game rooms and other recreational equipment, food service, faculty lounge; rooms for lecture, receptions, and concerts; ballroom for all University dances and other activities; banquet and dining rooms; conference rooms for student organizations, alumni, University administration and faculty, and other branches of the University family; and a gallery for exhibitions of paintings, sculptures, and art objects of all kinds.

The Information Desk functions primarily as a central location for various information made available to students, faculty, and visitors. Located on the second floor, it is operated by a full-time receptionist during the day and student personnel in the evenings, who have, for the benefit of those so desiring, class

schedules, students addresses, staff and department telephone numbers and addresses. Information regarding social activities, scheduling of facilities, and events on campus may be obtained here. Tickets are sold here for various programs held on campus.

The Union also houses such varied activities as a barber shop, book store, student government, student publications, Placement, and Development Foundation Offices.

The faculty lounge, located on the third floor, is open to all faculty members and serves as an informal coffee shop.

The students, in cooperation with the personnel of the University, plan and carry out a comprehensive program, which is designed to correlate the academic and the non-academic activities so that the students' total training and experience may be well-rounded.

D. Lyceum-Lecturn Tickets

Faculty and staff members may purchase season tickets for themselves and members of their immediate families. Each year a letter is mailed to all faculty and staff notifying them of the sale of these tickets. Season tickets may be purchased at the Office of the Coordinator of Student Activities in the Union.

E. *Reflector* and *Reveille*

Faculty and staff members may subscribe to the *Reflector*, a student biweekly newspaper. The yearbook, *Reveille*, may be purchased by faculty and staff at the same cost as to students. These arrangements may be made by going by or contacting the *Reflector* and *Reveille* offices in the Union.

F. Placement Service

The Mississippi State University Placement Office is located in Room 316 of the Union Building. The purpose of this office is to assist in the employment placement of alumni, seniors, and undergraduates. The Placement Office offers a centralized service that will help graduates of all colleges of the University who seek employment. Campus interviews with prospective employers are arranged through this office.

G. Flower Shop

The University Flower Shop, located south of Hand Laboratory, offers cut flowers, corsages, funeral sprays, pot plants, and other floral tributes. Also located on the ground floor of the Union is the University Flower Mart.

H. Mitchell Memorial Library

The Mitchell Memorial Library, housed in a modern, well-lighted air-conditioned building of approximately 127,000 square feet, is the general library of the University and contains a collection of over 400,000 catalogued volumes besides microtexts, manuscripts, maps and pamphlets chosen to support the educational effort of the University. In addition to the usual services provided by the Library there are available to the faculty and graduate students a number of studies which are assigned on a first-come, first-served basis. These studies are equipped with desk, chair, typewriter desk, and book shelves. They are assigned on a dual occupancy basis with other faculty members or graduate students.

During the regular school session the Library observes set hours, which are published in *Books and Library Notes*, a publication of the Library. Shorter hours

and partial services are maintained during vacation periods and holidays. These will be announced each time and will be posted on the outside doors of the Library.

Faculty members may borrow books on a long-term bases for an entire semester. A system of reserve books is operated for the benefit of faculty members who wish to place materials on reserve for class use. Reserve books usually are restricted to building and overnight use but may be reserved for a longer period of time. A collection of phonograph records and music listening rooms are available for the use of students, faculty, and staff members. The Library is rapidly building a collection of microfilms, microcards, and microfiche, and appropriate machines are available for their utilization. A TWX machine is used to facilitate interlibrary loan transactions. The Library also has three copiers, including a Xerox 3600, to be used for copying materials for faculty, staff, and students at a nominal charge per page.

I. WATS

Wide Area Telephone Service has been installed for official use of institutional personnel. This station-to-station service reduces the cost of long distance calls to points in Mississippi. The cost of the WATS lines is prorated to the extension telephones that use the service.

All long distance calls to points within Mississippi should be made on WATS lines. Check the *Mississippi State University Directory* for specific instructions on the use of WATS.

J. Campus Mail

The University operates a free campus mail service, available to campus personnel. This inter-office service provides pick-up and deliveries daily Monday through Friday.

Campus mail delivery personnel do not take federal mail to or deliver it from the United States Post Office.

K. Counseling Center

The Counseling Center offers a variety of services to the MSU community. Services are available for full-time students, prospective students, part-time students, spouses of students, and to University faculty members and staff.

The Counseling Center staff is comprised of competent professionals with extensive training in clinical psychology, counseling psychology, and guidance, and is experienced in assisting others to assist themselves. The Counseling Center staff respects the ability of each individual to make self-relying choices, facilitating development in the process.

Counseling may be helpful in dealing with personal and social problems, study difficulties, selecting an appropriate major, and in planning career goals based on individual abilities, aptitudes, and interest. Occasionally, students seeking extensive psychotherapy are seen at the Center or when appropriate, referred to other qualified on-campus or community agencies.

The Counseling Center maintains a vocational information library to help students make decisions about their educational and vocational plans. A comprehensive library of undergraduate and graduate resource books describing occupations and study and travel opportunities abroad is also available.

Included in the library is this information: University catalogs, educational opportunities, job opportunities, job qualifications, study and travel abroad, training opportunities, vocational trends.

In addition to orientation tests administered to freshmen, other tests are

available to help students in making decisions and formulating goals. Here are some of the areas where tests may be beneficial: Academic Abilities, Educational Achievement, Personality Assessment, Special Aptitude, Study Skills, Vocational Interests.

All interviews with counselors are strictly confidential and no information will be released without the student's written consent.

The Counseling Center is located in Room 103, YMCA Building. It is open from 8-5, Monday through Friday. Appointments may be made in person or by calling 325-5502.

L. Laundry and Dry Cleaning

Laundry and dry cleaning services are provided on a self-sustaining basis by the University Laundry.

It provides such laundering services as damp and dry wash and completely finished laundry. Shirts will be folded or placed on individual hangers at no additional cost if the customer desires. Dry cleaning services include complete alterations and repairs of all types and placement of clothes in plastic bags for home storage. In addition, cleaning service is available for drapes, couch or chair covers, curtains, and other household items.

Special services such as water proofing may be had. Charge accounts are available to faculty members.

M. Food Service and Dining Facilities

At the Cafeteria, Grill, and Union, students, faculty, and staff are served meals on the cafeteria plan. The Cafeteria also maintains a bakery shop for the convenience of students, faculty, and staff.

Banquets for various groups are served in the Cafeteria, Grill, or Union, depending upon the size of the group to be served. Reservations are made through the Union Director's Office or through the Food Service Office.

N. Bookstore

The University Bookstore supplies student textbooks and course material, which are sold at standard list price.

Book orders and requests for changes in adopted textbooks are made through academic deans on printed forms available for these purposes.

O. Central Duplicating Service

The Central Duplicating Service is located in the basement of Lee Hall and performs work at cost for all departments of the University.

Primary services include all forms of duplication, binding, and art work. Central Duplicating Service also provides, on a reasonable basis, office supplies to the University.

IX. UNIVERSITY BUSINESS RELATED TO THE ACADEMIC PROGRAM

A. Travel by Faculty and Staff

Because of the nature of their work, members of the Agricultural Extension Service ordinarily do not secure specific prior approval for travel within Mississippi.

Faculty and staff members other than Agricultural Extension workers must secure prior approval of the department head, and in certain divisions their deans, or directors, for travel at institutional expense within the State.

All travel at institutional expense to attend professional meetings or conven-

tions within the state requires additionally the approval of the President. All out-of-state travel must be approved by the President. Travel outside the United States requires additionally the approval of the Board of Trustees. Tourist rate is ordinarily used in air travel.

Faculty and staff members are requested to keep accurate records of their expenses and should check with the Accounting Office of the University for information concerning requested documentation to substantiate expenses. Travel advances can be obtained, except for in-state travel.

Travel by University personnel is governed by a Board of Trustees Policy. (See Appendix X)

B. Purchasing

The Purchasing Department, a function of the Controller's Office, handles all purchasing for the institution. The process of purchasing involves a purchase requisition, securing of competitive prices, and signing a receipt for the goods.

Other things being equal, orders are placed with Mississippi firms. For further information see *Purchasing for Mississippi State University*, a publication which is available from the Purchasing Department in Allen Hall.

X. SOCIAL ACTIVITIES

A. Women's Club

The Mississippi State University Women's Club is a social organization for faculty and staff wives, wives of members of cooperating agencies, women of the faculty and staff, and women members of cooperating agencies.

For further information contact the Union Information Desk.

B. Newcomers' Club

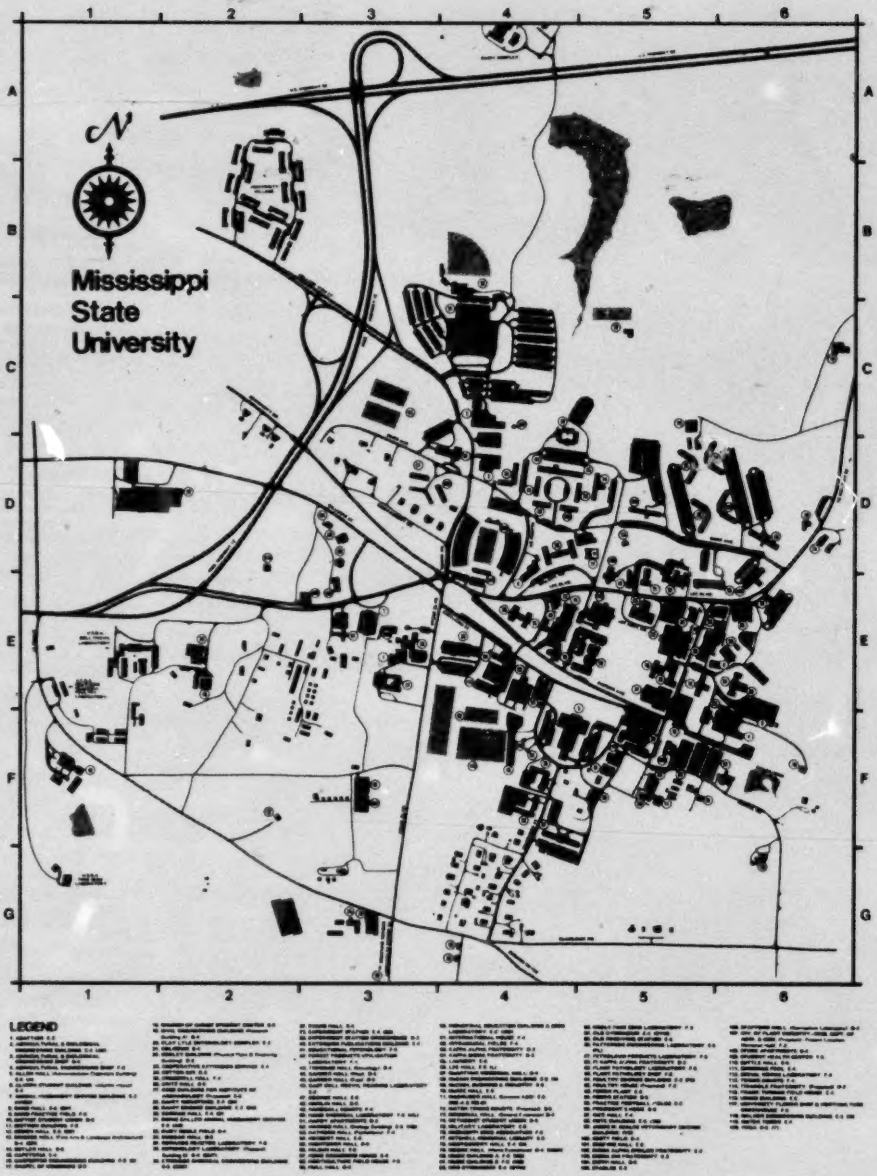
The purpose of the Newcomers' Club is to promote friendship and a wider range of acquaintances among the wives of teaching, research, and staff members who have been employed by the institution and cooperating agencies for less than two years.

Meetings are held once a month, September through May. Special interest groups for bridge, arts and crafts, painting, and sewing meet twice a month.

For further information contact the Union Information Desk.

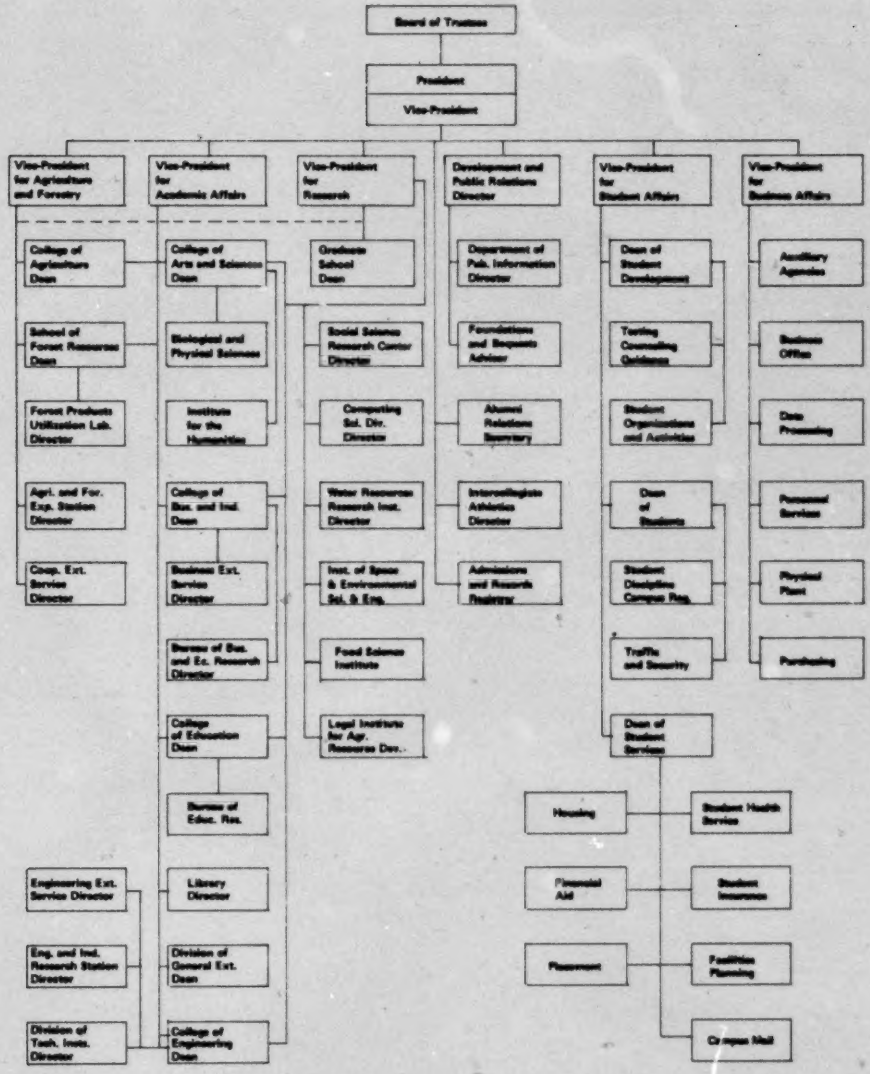
APPENDIX I

Campus Map



APPENDIX II

Organizational Chart Of Mississippi State University



APPENDIX III

The Charter Of Organization Of The Faculty Of Mississippi State University*

I. THE GENERAL FACULTY

A. Composition

The General Faculty shall consist of all resident executive and administrative officers of areas related to instruction or research and of research, instructional, and extension employees of the University who possess the minimum rank of full-time instructor or its equivalent.

The personnel officer of the University shall be responsible for compiling and supplying the Chairman of the Faculty Council with a current list of the General Faculty before the first meeting of the General Faculty each academic year. He shall also be responsible for informing that officer, at least once each semester, of the additions and deletions that are necessary to keep the list current.

Until such time as a standard classification of equivalent employment ranks of the University shall have been formulated, the following officials shall be responsible for compiling and supplying the Chairman of the Faculty Council with current provisional lists of general faculty members from the resident employees of the above mentioned categories (including themselves) who are under their supervisory jurisdictions.

> The deans of the Colleges of Agriculture, Arts and Sciences, Business and Industry, Education, and Engineering, the dean of the School of Forest Resources, the directors of the Research Institute, the Cooperative Extension Service, the Agricultural Experiment Station, and the Library, the heads of ROTC, and the President of the University (for all personnel affected by the foregoing definition who are not directly responsible to one of the officials just mentioned).

The General Faculty shall be the final judge in all questions concerning its composition.

B. Voting Eligibility

All members of the General Faculty may vote.

C. Officers

The officers of the General Faculty shall be a Chairman, who is the President of the University, and a Vice Chairman, who is the Chairman of the Faculty Council. The Vice Chairman shall act as the recorder at meetings and as the Chairman of the General Faculty in the absence of the President or his designated representative. In the latter case, the Vice Chairman shall appoint a member of the General Faculty to act as recorder.

*The Charter of Organization of the Faculty of Mississippi State University was approved at the regular meeting of the General Faculty of Mississippi State University on October 5, 1964, and was then presented to the Board of Trustees for final approval. On October 22, 1964, the Board of Trustees, Institutions of Higher Learning, State of Mississippi, approved the Charter as presented.

D. Organization

The Chairman of the General Faculty shall appoint a committee to draft the necessary bylaws, not contradictory to this charter, to enable the General Faculty to perform its functions. These Bylaws will become effective upon approval by two-thirds of members eligible to vote.*

E. Meetings

The General Faculty shall meet twice a year within 30 days after completion of registration of spring and fall semesters and at other times upon call of the President of the University or of the Faculty Council, or by petition of 25 percent of the General Faculty. A quorum shall consist of a majority of the members eligible to vote.

F. Functions

1. The General Faculty shall elect, according to the Charter of the Faculty Council, the members of the Faculty Council.

2. The General Faculty shall function individually or collectively to recommend and refer to the Faculty Council those matters dealing with the academic community and welfare of the University which it would desire to have the Council consider. This does not deny the right of direct approach of any member of the General Faculty to the President or the administration.

3. The General Faculty shall consider all matters referred to it by the President or the Faculty Council or members of the General Faculty and make recommendations concerning them at its discretion.

G. Amendments

The Charter of Organization of the General Faculty can be amended by a petition submitted by the officers of the General Faculty, or by a petition signed by 25 voting members and the subsequent approval by a two-thirds vote taken at the next meeting of the General Faculty provided that not less than 30 days have elapsed since submission of the text of the amendment to each member of the General Faculty. Amendments shall then be submitted through the President of the University to the Board of Trustees and become effective upon its approval.

II. THE FACULTY COUNCIL

A. Composition

Membership of the Faculty Council shall be elected from the members of the General Faculty with the rank of assistant professor or above or the equivalent who have had at least one year of resident service. Administrative officers of the position of dean or assistant dean or its equivalent or higher shall not be eligible for elected membership, these officers being members of the council *ex officio*.

The members of the Faculty Council shall be elected by secret ballot from and by full-time faculty members of the divisions of the University to be listed below. Faculty members are eligible to vote only within and for members of their particular divisions. The maximum number of representatives on the Faculty Council shall be 50. Until that number is reached the basis of representation shall be one in 20 (or the major fraction thereof) for those divisions which are primarily nonteaching: the Cooperative Extension Service, the Agricultural Experiment Station, Research Institute, Administration, and the Library; and one in 15 (or the major fraction thereof) for those divisions which are primarily teaching divisions,

*See Appendix IV

with the provision that divisions with less than 20 (or 15) eligible members shall be entitled to one representative. In teaching divisions that have both teaching and research responsibilities, representation is to be based on the number of full-time teaching equivalents. When the number of representatives would exceed 50, the membership of the Faculty Council shall be selected in the same relative ratio as above.

Upon permanent acceptance of this Charter as set forth in the section on ratification, representation shall be refigured on the basis of one in 20 and one in 15 as previously outlined and shall then be refigured at three-year intervals. The divisions to be represented are as follows: College of Agriculture, College of Arts and Sciences, College of Business and Industry, College of Education, College of Engineering, School of Forest Resources, Research Institute, Cooperative Extension Service, Agricultural Experiment Station, ROTC, Library, and Administration. Each member of the Faculty Council shall serve for a period of three years, with elections in December for membership to be assumed in January.

B. Voting Eligibility

Only elected members of the Faculty Council may vote.

C. Officers

Officers of the Faculty Council shall consist of a chairman, vice chairman, and secretary, who shall be elected in January by a secret majority vote of the voting council membership. These officers shall serve for a period of one year and shall not be eligible for more than two consecutive terms.

D. Organization

The Chairman of the Faculty Council shall appoint a committee to draft the necessary Bylaws, not contradictory to this Charter, to enable it to perform its functions. These Bylaws will become effective upon approval of two-thirds of the voting members of the Council.*

E. Support

The University shall consider in its budget an appropriation of funds or the appointment of facilities sufficient to allow the Faculty Council to perform its functions.

F. Meetings

The Faculty Council shall meet once a month during the regular school year and upon call of the Chairman of the Council or petition of seven of its voting members. A quorum shall consist of a majority of the members eligible to vote.

G. Functions

1. The Faculty Council shall make recommendations to the President of the University on matters pertaining to the welfare of the University.

2. The Faculty Council shall consider all matters brought before it by the President of the University, the Administration, the General Faculty, or individuals of the General Faculty, and make recommendations concerning them when appropriate.

3. The Faculty Council shall keep the General Faculty fully informed of its recommendations.

4. The Faculty Council shall be represented by its Chairman or his representative on the President's Administrative Council and Academic Council.

*See Appendix IV

APPENDIX IV

Bylaws Of The General Faculty Of Mississippi State University

I. MEMBERSHIP LIST

The Vice Chairman of the General Faculty shall keep available a current list of the membership of the General Faculty.

II. MEETINGS

Members of the General Faculty shall be notified at least seven days in advance of the date of each meeting unless an urgent meeting is summoned to deal with some emergency which will not admit of delay.

Convocations of the faculty community that are called for the purpose of introducing new members and welcoming the community to a new school year shall not be considered as meetings of the General Faculty that are called for by the Charter.

III. ORDER OF BUSINESS

The regular order of business of a meeting shall be:

1. Reading and approval of minutes of the preceding meeting
2. Old business
3. Reports of committees
4. Question time
5. New business

During that portion of the meeting devoted to question time, which shall not exceed half an hour of substance unless it is by vote of the meeting, the Chairman shall reply to those questions on the operation, policies, practices, and other aspects of the University which have been submitted to his office over the signature of two or more General Faculty members at least five days prior to the meeting. The Chairman shall have caused these questions to be conveniently grouped by subject, reproduced, and furnished to members of the General Faculty as they assemble for the meeting. He shall be free, however, to request any other qualified person in advance to make the response to a question or group of questions.

Following the reply to a printed question, supplementary questions pertaining to the substance of the original question may be asked from the floor; the responder, however, may request that prior notice of the question be given, in which case the response will be made by the procedure stated above.

If time does not allow answers to be given to all of the written questions that have been received for the meeting, a written response to the unanswered questions will be sent to members of the General Faculty within two weeks of that meeting.

IV. AUTHORITY AND RECORDS

The general authority for parliamentary procedure in all matters not inconsistent with these Bylaws shall be *Robert's Rules of Order*, 1951 edition.

Copies of minutes of the meeting shall be kept available in the main Library of the University for reference by General Faculty members.

V. AMENDMENTS

These Bylaws may be amended at any meeting of the General Faculty by the vote of a majority of the members eligible to vote provided the members are informed of the proposed changes at least seven days in advance of the date on which the vote is taken.

APPENDIX V

The Bylaws Of The Faculty Council General Faculty Of Mississippi State University

The Faculty Council, having been brought into being by the Charter of Organization of the Faculty of Mississippi State University, conscious of its role as an agency for stimulating, ascertaining, and appropriately articulating considered views and opinions of and for the General Faculty that would assist the continued evolvement of the University toward the highest degree of perfection attainable, and desiring in prayerful sincerity to serve this ideal constantly with its maximum ability, adopts the following provisions as its bylaws, this 5th day of April, 1968.

I. DUTIES OF OFFICERS

A. Chairman

The Chairman of the Faculty Council is the chief administrative official of the Council and its presiding officer. He has the powers and responsibilities commensurate with such functions. Specifically, he is charged with the responsibility to:

- send to Council members, so as to reach them not less than three full days before a meeting, a notice of the specific items of subjects that he knows to be on the agenda for the coming meeting;
- cause a brief summary of the actions of each meeting to be prepared and distributed to members of the General Faculty within two weeks following each meeting;
- appoint the members and the chairman of each committee;
- appoint a Council member to keep the records of a meeting at which the secretary is absent;
- transmit to the President of the University, or to such other person to whom a Council recommendation may be directed, the recommendations of the Council;
- keep the Council informed of the disposition of each recommendation that it has made;
- state clearly each issue that is being voted on before the vote is taken and announce the results of the vote immediately thereafter;
- notify newly elected Council members of their right to participate in the nomination of candidates for the position of Chairman of the Council.

B. Vice Chairman

1. The Vice Chairman of the Faculty Council shall preside at Council meetings in the absence of the Chairman. When the Council is to be represented by the Chairman and he is unable to represent it, the Vice Chairman shall be designated to represent it.

2. If for any reason the position of Council Chairman should become vacant, the Vice Chairman shall become Chairman, and a new Vice Chairman shall be elected according to the procedure set forth in Section II, Subsection F, Paragraph 3 of this document.

3. In the event of the absence of the Chairman and the Vice Chairman at a meeting, the Council must select one of its elected members to be the Temporary Chairman for that meeting.

C. Secretary

The Secretary of the Faculty Council shall:

-keep a clear and accurate record of the transactions of each Council meeting, which records are to be assembled by him with other papers of the Council each calendar year and deposited in the Library of the University.
-keep current a membership list of the Faculty Council, which shall include the date of expiration of each elected member's term;
-keep current a membership list of each committee of the Council;
-keep available a number of copies of the Council's bylaws, as amended, giving a copy to each newly elected member.

D. Parliamentarian

1. The general authority for parliamentary procedure in all matters not inconsistent with these bylaws shall be *Robert's Rules of Order*, 1951 edition.

2. The Council Chairman may be his own Parliamentarian, or he may appoint a member of the Council to be his Parliamentarian. In either case, the person discharging that office, in addition to the regular functions of such an office, shall keep available for easy reference at each Council meeting:

-a copy of the Charter of the General Faculty, a copy of the Bylaws of the Faculty Council, and a guide to aid in parliamentary procedure;
-a current list of all decisions of the General Faculty and of the Faculty Council, which remain binding on the actions of the Faculty Council;
-a current list of pertinent rulings of the Council Chairman.

II. PROCEDURES

A. Recommendations

1. Each proposal for a recommendation by the Faculty Council must be presented to the Council Chairman in writing with the proposer's name appearing thereon. Each new proposed recommendation shall be read by the Chairman to the Council during that portion of the meeting devoted to new business.

2. After each such reading the question shall be on sending the proposed recommendation to committee for further processing. Debate on this question shall be limited, with no speaker having more than one minute, except that the signer of the proposal, who shall also be the first speaker, may have three minutes.

3. Upon the Council's approval, each proposed recommendation shall be assigned to the appropriate committee by the Chairman.

4. At the next meeting of the Council or at the direction of the Chairman, provided that at least one week shall have elapsed, the committee shall make its report on the facts of the matter with which the proposal is concerned and the alterations, if any, that it felt advisable to make.

5. The failure of a committee to make a report at its appointed time shall not preclude the right of the Council at that point to move, debate, adopt, or reject the proposed recommendation or a variation of it.

6. Questions of fact may be asked the committee following its report.

7. Following the questions of fact, if any, debate shall take place on the question of adopting the proposed recommendation, as presented by the committee, as a recommendation of the Council. Amendments may be offered from the floor.

8. A proposed recommendation shall be adopted as recommendation of the Council when it receives the vote of a majority of the Council's elected members present, and each recommendation shall

carry with it a notation of the number of members voting for it, against it, and abstaining.

B. Studies and Investigations

1. The Faculty Council shall cause studies, including investigations, to be made of such matters as it deems advisable for the more meaningful and responsible discharge of its functions. Each proposal by the Council member for the study of some specific matter by the Council shall follow the procedure for a proposed recommendation–except that a special committee can be charged with the study; the Chairman, when charging any committee with a study, shall state the length of time in which the committee is to make the study; and the question before the Council, following questions of fact on the committee's reports, shall be on whether to accept the report or to recharge the committee with the study.

2. One recommendation, or more, adequately based on such a report, may be adopted in the meeting at which the report is given only if the committee has provided the members of the Council with a written copy of its report at least three full days before the meeting at which the report is given.

C. External Resolution

1. The proposing and adopting of resolutions pertaining to persons or matters outside the Council shall follow the procedure of proposed recommendation, for adoption, except that if such a proposed resolution shall have been presented to the Council Chairman so as to have been included by him in the notification of the agenda to the Council members at least three full days in advance of a meeting, it can be moved for adoption at that meeting.

D. Internal Affairs

1. Motions and resolutions pertaining to internal matters of the Council, which are not otherwise provided for by these Bylaws or by the Council's charter, can be initiated and passed upon in a single meeting. A majority vote of those Council members present and voting "aye" or "nay" is required for adoption of such motions and resolutions.

E. Amending the Bylaws

1. Each proposal for an amendment to these laws shall follow the procedure of a proposed recommendation, except that for any amendment to be adopted it must receive a two-thirds vote of the elected membership of the Council.

F. Election of Officers

1. Nominations for the position of Chairman of the Faculty Council shall be a written note to the Chairman by any person who shall be an elected member in the forthcoming year. They shall be made during the time interval between the regular December meeting of the Council and five days before its first meeting in January, herein called its election meeting. The Chairman's notice of the agenda for the election meeting shall contain an alphabetical list of the names that have been placed in nomination. No person shall be considered a nominee unless he shall have served on this Council at least one year.

2. At the election meeting, after the recognition of new members, secret balloting shall begin for the office of Chairman from among those names nominated. If no more than one name has been received in nomination, then additional names can be placed in nomination from the floor.

3. If no person receives the vote required by the Charter (a majority of the elected members of the Council), a second balloting shall take place between the top two vote receivers of the first balloting, or top three vote receivers should there be a tie for second place. Balloting shall continue on those names which were on the second ballot until one receives the required vote. Nominations from the floor will be allowed if there is still a deadlock after five ballots.

4. The Council shall then proceed to nominate and elect first a Vice Chairman who has served on the Council at least one year and then a secretary. In both cases the procedure for election and the required vote as described in Item 2 and Item 3 of this section shall be the same as that given for the election of the Council Chairman.

5. Following the election of officers, the Council shall follow its regular order of business, except that any or all of such business, on a vote of the Council, may be delayed until a called meeting within the next week.

III. ORDER OF BUSINESS

The regular order of business of the Council shall be:

1. Adoption of minutes.
2. Report of the Chairman. This shall include a report on the disposition of previous Council recommendations and resolutions and the report of communication to the Council.
3. Standing committee reports.
4. Special committee reports.
5. Old Business.
6. New Business. The presentation of those proposed recommendations, studies, and resolutions that have been submitted to the chairman in writing shall be considered first, and then items that might be brought up from the floor shall be considered.

IV. COMMITTEES

A. Standing Committees

1. The Faculty Council shall have standing committees through which it can systematically and continually keep itself informed. These committees and their jurisdictions, until the Council otherwise directs by a majority of its elected members, shall be:

Academic Affairs–those matters that are directly concerned with the University's achievement of its primary purpose;

Ancillary Affairs–those matters that are subservient and subordinate to and adjuncts of the primary purpose of the University but which do not fall within the areas of student or faculty affairs;

Faculty Affairs–those ancillary matters which exclusively or primarily affect the General Faculty;

Student Affairs–those ancillary matters which exclusively or primarily affect the students;

Charter and Bylaws Committee–for regular review and recommendation concerning the operating procedure, structure, size, representation, and other internal matters of the Council.

2. Each standing committee shall consist of not less than three or more than five elected members of the Council, each of whom shall serve on that committee to which he is appointed throughout his term on the Council, unless he asks for and receives removal by the Council Chairman. The Chairman of each standing committee shall be appointed yearly by the newly elected Council Chairman.

3. Each standing committee shall receive, inform itself concerning, and report to the Council through one of its members on any proposed recommendation, study, or other matter which shall have been referred to it by a vote of the Council. In the discharge of its responsibility, it shall seek collectively, and its members shall seek individually, such factual information and the opinion of such interested parties as will provide the Council with a firm and complete basis for sound and responsible decisions.

B. Special Committees

By a vote of the Council, or on the initiative of the Council Chairman, special committees can be created temporarily to handle such matters as do not readily fall within the jurisdiction of one of the standing committees, or to handle such matters as might require intensive work or special handling.

V. TERMS

1. The terms of office of the Council's officers shall begin with the announcement of their individual elections and shall end with the announcement of the election of their individual successors.

2. The terms of elected members of the Council shall begin with the first day of January following their election and shall end with the ending of December in the last year of their term, except that the term of any of the Council's officers is considered to be extended until his successor is chosen if it would otherwise expire.

3. The terms of persons elected to fill unexpired terms of members of the Council who resign or otherwise relinquish their membership are limited to the unexpired terms of the members being replaced.

VI. MEETINGS

1. The regular monthly meetings of the Council shall be held in the second week of each full school year month, except where there is a conflict with scheduled holidays, at which time the meetings shall be held in the third week of that month.

2. All meetings shall be open unless by a two-thirds vote of the voting members present the Council should otherwise direct for any meeting or part thereof.

3. The Council, by a specific vote and for a specific purpose, may allow itself to be addressed by a non-menber. The vote must be a majority of those present.

4. While the Council has authority to make rules and regulations concerning the orderly manner and the time limitations thereof, no part of these bylaws or of such rules and regulations as shall be made by the Council shall ever prevent, obstruct, or inhibit the right of a member or a representative of the General Faculty from personally bringing a matter to the attention of the Council during that portion of the meeting devoted to new business.

5. Urgent meetings of the Council can be called to consider a matter which is felt to warrant immediate attention without the usual three-day notice of the meeting being given and the urgent matter shall be the agenda of the meeting; but such a meeting shall be null and void unless its purpose shall have been clearly stated to each council member available for notification of the meeting.

6. When a Faculty Council member misses three consecutive regular meetings of the Council without sufficient justification, his dean shall be notified by the Chairman of the Council and requested to hold a new election to replace the recalled member.

VII. VOTING

1. Voting on the adoption of recommendations, external resolutions, amendments to the Bylaws, and the appeal of rulings of the chairman shall be by a show of hands. The Charter requires secret voting for the election of Council officers. In any other matter another method of voting may be used, except that if one-third of the elected members present request it, the vote must be by a show of hands.

2. The affirmative vote of two-thirds of the elected Council members shall be sufficient to suspend provisions of the Council's Bylaws in order to expedite the handling of a particular matter, but the provisions of the Bylaws on votes and voting shall not be suspended.

3. Only elected members present may vote, and the vote of a majority of such members voting "aye" or "nay" shall be sufficient in all instances not otherwise provided for by the Council's Charter or its Bylaws.

APPENDIX VI

Grade Appeal Form

(Sample)

Date _____

Student's Name _____ Soc. Sec. No. _____

Address: Home _____

Local _____

College or School _____ Major _____ Class _____

****

I hereby register formal complaint against _____ (name of instructor) for what I consider unwarranted discriminatory treatment in the awarding of grades in the course _____ (course number, title and section number) taken during the _____ semester, 197_, and request that the Grade Appeal Procedure be initiated.

_____

Signature

ACKNOWLEDGED

_____

Instructor's Department Head

****

In the space provided below, describe fully the nature of your complaint and give substantive evidence to demonstrate its legitimacy.

APPENDIX VII

Employment And Tenure Of Faculties Of Institutions Of Higher Learning In Mississippi

Adopted by Board of Trustees Institutions of Higher Learning

November 15, 1962

A. Authorization for Employment:

1. The statute applicable is as follows: The Board shall have the power and authority to elect heads of the various institutions of higher learning and to contract with all deans, professors, and other members of the teaching staff and all administrative employees of said institutions for a term of not exceeding four years; but said Board shall have the power and authority to terminate any such contract at any time for malfeasance, inefficiency, or contumacious conduct, but never for political reasons. It shall be the policy of the Board to permit the executive heads of each institution to nominate for election by the Board all subordinate employees of the institution over which he presides. It shall be the policy of the Board to elect all officials for a definite tenure of service and to re-elect during the period of satisfactory service.

2. Delegation of authority: Acting under appropriate statutory authority, the Board of Trustees hereby empowers the executive heads of the several institutions to nominate individuals for the position in the teaching staffs of the respective institutions, and to adopt policies of continuing employment for the purpose of making nominations for the teaching positions.

3. Retension of authority: The Board of Trustees reserves the right to examine all nominations for teaching positions in the several institutions and to accept or reject any such nomination.

In the event of the rejection of the nomination, the Board of Trustees will inform the executive head of the institution as to its reasons and the executive head of the institutions may resubmit the nomination with clarifying explanations or submit a substitute nomination.

In the event the rejection of a nomination constitutes a termination of employment, a full and appropriate hearing will be held, if requested by the faculty member terminated.

B. Minimum Standards for Continuing Employment for Use of Executives in Making Nominations:

1. There shall be appropriate tenure committees in each institution.

2. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

3. Faculty members holding the rank of instructor shall be employed on one-year contracts, renewable at the discretion of the institution.

4. Beginning with appointment at the institution to any professorial rank the probationary period shall be three to five academic years, three of which may have been met in the rank of instructor. Upon reappointment after the conclusion of the probationary period, a professor of any rank shall have continuing employment only when so informed in writing by the head of the institution. If the teacher is not to be continued in service, notice in writing shall be given at least one semes-

ter of the regular academic year prior to the termination of service.

5. Termination of service of a person with continuing employment is made only under extraordinary circumstances because of (1) financial exigencies or (2) for cause.

6. Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment shall not be recommended by the executive head of the institutions without submitting the recommendation of the tenure committee. If requested, the administration of the institution shall arrange for a hearing. In all cases the accused teacher, at least one month before the hearing, shall be informed in writing of the charges against him and shall be permitted to have with him an advisor of his own choosing who may act as counsel. If the teacher so desires, there shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony shall include that of teachers and other scholars. Teachers on continuous appointment, who are dismissed for reasons not involving moral turpitude, shall be employed for at least a year from the date of notification of dismissal; however, at the discretion of the institution and the Board of Trustees, the teacher's salary may be paid, and he may be relieved of teaching duties.

7. Notice of termination to a person without continuing employment is given at least three months prior to the expiration date of the then current contract.

8. Resignation should be tendered at least three months prior to the expiration date of the then current contract.

9. Adoption of the above regulations shall not affect the status of any faculty member now on continuous employment.

APPENDIX VIII

Sabbatical Leave

House Bill No. 913

An Act to provide sabbatical leaves for members of the faculty of the state institutions of higher learning; to provide for the duration of said sabbatical leaves, the scale of salaries to be paid faculty members on sabbatical leave, and the methods of selecting applicants for said sabbatical leave; to preserve the status of faculty members during said leave; to repeal all laws or parts of laws in conflict herein; and for related purposes.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

Section 1. Any members of the faculty of the state institutions of higher learning of the State of Mississippi shall be eligible for sabbatical leaves, for the purpose of professional improvement, for not more than two (2) semesters immediately following any twelve (12) or more consecutive semesters of active service in the institutions of higher learning of this state where such faculty member is employed or for not more than one semester immediately following any six (6) or more consecutive semesters of such service; provided that absence on sick leave shall not be deemed to interrupt the active service herein provided for.

Section 2. Applications for sabbatical leave shall be made to the Board of Trustees of Institutions of Higher Learning, with the approval of the Chancellor or the President of the institutions of higher learning. Approval or disapproval of the applications for sabbatical leave shall be made on the basis of regulations prescribed by the Board of Trustees of Institutions of Higher Learning.

Section 3. Any person who is granted a sabbatical leave and who fails to comply with the provisions of such leave as approved by the state institution of higher learning may have his or her leave terminated by the Board of Trustees of Institutions of Higher Learning.

Section 4. No person on sabbatical leave can be denied any regular increment or increase in salary because of absence on sabbatical leave.

Section 5. Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.

Section 6. In order to provide for the above leaves the Board of Trustees of Institutions of Higher Learning shall have power to adopt rules and regulations regarding such leave and in no instance shall leave be granted unless there is a contract providing continued service, after expiration of the leave, in the college where the faculty member is employed.

Section 7. Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment in the institution of higher learning in which such person is employed, which such person would have enjoyed if in active service during such leave in the position from which such leave was taken.

Section 8. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent (50%) of such person's annual salary.

Section 9. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner salaries of the other members of the faculty are paid.

Section 10. All laws or parts of laws in conflict herewith are hereby repealed.

Section 11. This act shall take effect and be in force from and after its passage.

Approved May 2, 1958.

MISSISSIPPI STATE INSTITUTIONS FOR HIGHER LEARNING

REGULATIONS FOR FACULTY MEMBERS SEEKING TO QUALIFY FOR SABBATICAL LEAVE.

(House Bill No. 913, Regular Session, 1958)

REGULATIONS ESTABLISHED BY THE BOARD OF TRUSTEES FOR FACULTY MEMBERS SEEKING TO QUALIFY FOR SABBATICAL LEAVE

1. To qualify for one semester (4½ months) of leave, a faculty member must have served full time on the faculty of one of the Mississippi state institutions of higher learning for six (6) consecutive semesters of regular session work before the effective date of leave; to qualify for two semesters (9 months) of leave, he must have served full time on the regular faculty of the institution twelve (12) consecutive semesters of regular session work in the institution before the effective date of leave.

2. A faculty member who is granted leave will be under regular contract with the Board of Trustees of Institutions of Higher Learning for the full period of the leave.

3. Application for sabbatical leave will be made to the Board of Trustees of Institutions of Higher Learning through the office of the chancellor or president of the employing institution. Standard application forms may be obtained from the faculty personnel officer (see Appendix XII).

4. A faculty member granted leave must enter formal agreement with the Board of Trustees to remain on the full-time regular faculty of the employing institution for one semester for each semester of leave granted, which semester shall follow immediately the termination of the leave period. (This agreement may be satisfied by a faculty member repaying to his institution that proportion paid to him while on leave that equals the proportion of pledged time he may fail to serve the employing institution in accordance with this agreement.)

5. Leave shall be granted "for the purpose of professional improvement" only. Sabbatical leaves allowed under the Mississippi statute are not granted as rest periods, vacations, earned leave with part pay, nor for any other purpose except as explicitly stated in law. Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth of students, scholars, and professional people, whether under the sponsorship of an institution of higher education or of an organization known generally to engage in educational promotions meritorious to higher education. Faculty members on such leave may not accept full-time employment or enter into any written or implied obligation of employment which would violate the contracts for full service he will have with his institution while on leave.

6. A faculty member on sabbatical leave remains a full-time employee of the Board of Trustees of Institutions of Higher Learning with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits.

7. The compensation due while on sabbatical leave will be paid monthly, or ac-

cording to the regular policy of the institution, and shall be paid from the regular payroll. By law, compensation for leave may not be paid for more than two semesters (9 months) of leave time.

8. Not more than four percent (4%) of the full-time regular faculty of any one institution may be on sabbatical leave during any one semester, and no more than one member of any one department in an institution may be on sabbatical leave any one semester.

9. Board of Trustees approval of leave must not be later than June prior to the fiscal year in which the leave is to take place.

10. Sabbatical leave periods normally will be during regular session semesters. However, in order to work no administrative difficulty for those institutions on the quarter system, or for other reasons, the bookkeeping of leave time use is left to each institution with the intent of the Board specifically expressed as desiring a continuous time period for each leave granted. However, it is not intended herein to allow leave for summer school attendance only.

11. Time allowed for leave to faculty members while studying at their own expenses to acquire advance degrees may be counted as employed time in determining eligibility for academic leave.

APPENDIX IX

Retirement Policy, Mississippi State University

Under a Mississippi Law passed in 1952 and subsequently revised and amended in 1958 and 1960, public employees of the State of Mississippi who have "attained the age of sixty-five (65) years shall be retired forthwith." However, in certain emergency cases, periodic extensions of services may be made until the age of 70 if the employee's institution certifies that the employee's continuance "would be advantageous to the State service by reason of his expert knowledge and qualifications."

The Board of Trustees of the State Public Employee's Retirement System has provided application forms for extensions of service to be executed by both employer and employee. The employer must specify the "qualifications" and "expert knowledge" which qualify an employee for an extension of service and must also "state in detail" what "efforts without success" have been made to fill the position. An extension is, therefore, to be made only after it has been ascertained that a satisfactory replacement is not available.

1. In attempting to carry out the requirements of the state retirement system, Mississippi State University will recognize the prerogative of an employee to retire on the exact date of his reaching the age of sixty-five. Where replacements are not available, and the employee is agreeable, the following extensions may be requested for staff members in their sixty-fifth year:

a. Teaching Personnel: Through January 31, or if necessary, through the end of the academic year, for those reaching sixty-five between July 1 and January 31, inclusive; through the end of the academic year for those reaching sixty-five between February 1 and June 30, inclusive.

b. Other Personnel: Through December 31, for personnel who reach sixty-five between July 1 and December 31, inclusive; through June 30 for personnel who reach sixty-five between January 1 and June 30, inclusive.

c. Special Cases: When a staff member is employed for both teaching and other duties such as research or extension, he may be extended to the end of a semester in which he becomes sixty-five while on active teaching duty.

2. Further extensions of service beyond the terminal dates indicated in Item 1 above may be requested as an emergency measure where replacements are not available at the end of an extension period.

3. All requests for extensions of service must originate with the administrator immediately responsible for the person involved and bear the approval of all other administrators concerned. The above action should be completed not less than six months prior to the employee's sixty-fifth birthday, or his next anniversary after a previous extension has been made. After administrative approval has been given, an Application for Extension of Service (Form Pers. 15) will be executed to be presented to the Board of Trustees, Institutions of Higher Learning, for approval and forwarding to the state Public Employee's Retirement System.

4. It should be noted that the Application for Extension of Service requires the employee to declare under oath that he is not incapacitated in any way for the performance of the duties of his position. Furthermore, should be become unable to perform these duties, his "application

for continuance in such position is to be automatically cancelled."

5. Where annual leave policies are in effect, an employee must have taken all earned leave by the date of actual retirement.

APPENDIX X

Travel

Travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of the improvement of instruction and of professional advancement or for official business of the institution shall be encouraged within budgetary limitations of the institutions and subject to the following stipulations:

1. Travel policies shall be clearly stated by the institutions designating proper officials having responsibility for approval of travel plans.

2. All travel advances and reimbursements shall be made in strict conformity with State laws covering official travel.

3. Foreign travel must be approved by the Board of Trustees, and reported quarterly to the Governor and to the Commission of Budget and Accounting.

APPENDIX XI

Patent Policy

Policy Governing Patents and Copyrights

Statements of Principle

The Board of Trustees of Institutions of Higher Learning considers that since the institutions under its control are publicly supported, the obligation of the Board and of the institutions is to the public. The Board affirms the principle that research carried on by the institutions and laboratories under its supervision is dedicated to the furtherance of learning and knowledge and to the public welfare. It is not, therefore, the primary concern of the Board or of the institutions to seek patents and copyrights which may accrue from research activities.

However, in order to protect the interest of individuals, the equity earned through the support of research by public funds, and the public welfare, the Board hereby authorizes the institutions under certain conditions outlined below to seek copyrights and patents and to participate in the income therefrom.

Specific Applications

The Board and the institutions are aware that they do not have sufficient funds to furnish the necessary encouragement to all phases of original endeavor. Consistent with these declarations is the investiture of variant, restrictive rights in the areas of letters, arts, and sciences in order to furnish an additional incentive. For this purpose the division of policy falls into three categories:

Section 1. *The Individual.* The faculty member alone, or in collaboration with others in his institution or elsewhere, who works on his project in his spare time and finances it himself if need be shall be free to decide whether he will copyright or patent his product. If he does so decide, he should make report to the head of his institution, and the institution will give any reasonable assistance, making no claim of right or interest, believing that its prestige is adequately enhanced by the recognition of the successful contributions of its faculty. Should assistance beyond a reasonable amount be desired by the individual he may negotiate with the institution an agreement whereby the institution shall be reimbursed for its expense in providing assistance either through direct charge to the individual or through a share of the income resulting from the copyright or patent.

Section 2. *Sponsored Research.* Any and all research sponsored by outside agencies, governmental, foundational, industrial, and private, shall be negotiated and determined by separate contracts to fit the merits of the project.

In order to provide for institutional choices in that portion of the policy governing patents developed as a result of a commission or grant, the Board authorized each institution to adopt either Section 3-a or 3-b below.

Section 3-a. *Institutional Commission or Grant.* Where production, work, or research based on a commission or a grant from the institution results in sales or fees, the first income must be dedicated to the repayment of the amount expended by the institution in support of the commission or grant. Furthermore, the institution may participate in the copyright or patent rights and participate in the income therefrom over and above the amount necessary to repay the cost of the commission or grant. In no event, however, shall the institution participate in income of less than $5,000 after the repay-

ment has been made or 10 percent, whichever is greater, between the individual and the institution shall be subject to negotiation, but in no event shall the individual receive more than 50 percent of the coverage.

In the areas of public health and safety, the institutions are authorized to take whatever steps are necessary to obtain patents whenever such patents are deemed necessary to protect the public interest.

Section 3-b. *Patents Secured Through Institutional Support.* Where production, work, or research based on a commission or grant from the institution results in work or discoveries which may be copyrighted or patented, or where the material or discovery is produced on institutional time and by use of institutional funds or facilities, the patent or copyright shall be secured and controlled by the institution, and the first income therefrom must be applied to the repayment of the amount expended by the institution in connection with such production, work, or research. Furthermore, the institution shall participate in the copyright or patent rights and participate in the income therefrom over and above the amount necessary to repay the cost of the institutional contributions, except that the individual shall participate in an amount and under conditions recommended by the head of the institution and approved by the Board of Trustees up to a maximum of 50 percent of said earnings or benefits. Any negotiations incident to patents and copyrights shall be carried on between the individual and the head of the institution, or his designees, with all agreements subject to final approval by such institutional head and the Board of Trustees of State Institutions of Higher Learning.

In the areas of public health and safety, the institutions are authorized to take whatever steps are necessary to obtain patents whenever such patents are deemed necessary to protect the public interest.

Section 4. *Patents Secured with Outside Support.* Where production, work, or research based on a commission or grant from outside agencies, governmental, foundational, institutional, and private, results in work or discoveries may be copyrighted or patented, and the head of the institution may negotiate with the individual and the outside agency. He is further authorized to enter into a separate contract whereby the patent or copyright may be secured and controlled by the institution, the contract may provide that the individual may participate in the income therefrom up to a maximum of 50 percent of said earnings or benefits.

APPENDIX XII
MISSISSIPPI STATE UNIVERSITY

Application for Sabbatical Leave

To be granted sabbatical leave, a faculty member must have had at least six consecutive semesters of employment, be under contract with the Board of Trustees while on leave, enter formal agreement to return to employment for a period of time equal to the sabbatical leave or make proportionate refund, and use leave time for the purpose of professional development. He may receive other educational grant or stipend, remains a full-time employee of the Board with respect to benefits and responsibilities, and is paid monthly or according to the regular policy of the institution. No more than 4% of the faculty may be on leave at one time; only one person in a department may be on leave at one time. Approval must be had no later than June prior to the fiscal year involved.

NOTE: A fuller policy statement, "Regulations for Faculty Members Seeking to Qualify for Sabbatical Leave (House Bill No. 913, Regular Session, 1958)," is on file in the Personnel Office.

---

1. NAME _____ 2. DEPARTMENT _____
3. NUMBER OF CONSECUTIVE SEMESTERS OF SERVICE AT MSU: _____
4. PERIOD FOR WHICH SABBATICAL LEAVE IS DESIRED: _____
5. IF SABBATICAL LEAVE IS APPROVED, DO YOU ACCEPT ALL STIPULATIONS IN BOARD "REGULATIONS FOR FACULTY MEMBERS SEEKING TO QUALIFY FOR SABBATICAL LEAVE (HOUSE BILL NO. 913, REGULAR SESSION, 1958)"? Yes _____ No _____

Date: _____ Signed: _____

SALARY FOR PERIOD WOULD BE _____. FUNDS ARE AVAILABLE AND BUDGETED.

Recommended by:

Title	Signature	Date
Head, Dept. of _____	_____	_____
Dean of _____	_____	_____
Director of _____	_____	_____
Vice Pres. ☐ Ag.-For. ☐ Stu. Aff. ☐ Resch. ☐ Bus. Aff.	_____	_____
Vice Pres. Acad. Aff. & Dean of the Faculty	_____	_____

Approved and Recommended for Board Approval:

President of the University: _____ _____

Approved:

Board of Trustees of State Institutions of Higher Learning

By _____, Executive Secretary _____

APPENDIX XIII

Our Alma Mater

Maroon and White

1.
In the heart of Mississippi,
Made by none but God's own hands,
Stately in her natural splendor
Our Alma Mater proudly stands;
Mississippi State, We love you;
Fondest Memories cling to thee,
Life shall bear thy spirit ever,
Loyal friends we'll always be.

Chorus

Maroon and White, Maroon and White!
Of thee with joy we sing;
Thy colors bright our souls delight,
With praise our voices ring.

2.
Thru our life some power may vanquish,
Loyalty can't be o're run;
Honors true on thee we lavish
Until the setting of the sun;
Live Maroon and White forever,
Ne'er can evil mar thy fame,
Nothing us from thee can sever,
Alma Mater we acclaim.

Chorus

Maroon and White, Maroon and White!
To thee our hearts will cling,
Thy sons will fight with all their might
For thee in everything.

APPENDIX XIV

Hail State

Hail, dear old State!
Fight for that victory today,
Hit that line and tote that ball,
Cross that goal before you fall,
And we'll yell, yell, yell, yell
For dear old State we'll yell like HELL.
Fight for Mississippi State,
Win that game today.

INDEX

AAUP 6
AAUW 6
Absences, Reporting 7
Academic Calendar 8
Academic Council 5
Academic Freedom 15
Academic Review Board 11
Academic Standing 9
Accidental Death and Dismemberment Insurance 21
Administrative Council 5
Advanced Standing Examinations 8
Alma Mater 51
Alumni Association 22
Annual Leave 16
Application Submission 17
Athletic Tickets 22
Board of Trustees 4, 41, 43, 48
Bookstore 26
Bylaws of the Faculty Council 34
Bylaws of the General Faculty 33
Campus Mail 25
Campus Map 28
Campus Review Committee 18
Central Duplicating Service 26
Charter of Organization of the Faculty of MSU 30
Cheating 7
Classroom Allocation 8
Classroom Regulations 8
Correspondence Courses 9
Counseling Center 25
Decals and Parking 16
Deductions 20
Development Foundation 23
Emergency Leave 16
Employment 13, 41
Equal Employment Opportunity Policy 13
Examinations 8
Executive Council 5
Extension Classes 9
Facility Alterations 9
Faculty Council 6, 31, 32
Field House 22
Flower Shop 24
Food Service and Dining Facilities 26
Fringe Benefits 22
General Faculty 6, 30
Golf Course 22
Grade Appeal Form 40
Grades, Retention of 12
Grading 9, 10, 11

Graduate Council 6
Graduate Faculty 6
Gymnasium 22
Hail State 51
Housing 22
Insurance Programs 21
Keys to Buildings 8
Laundry and Dry Cleaning Service 26
Leave Policies 16
of less than one-half day 17
terminal 17
without pay 17
Library 24
Life Insurance 21
Long Term Disability Insurance 21
Lyceum-lecturn Program 24
Maternity 17
Medical Insurance 21
Military Leave 16
Nepotism 14
Newcomers Club 27
Non-academic Personnel 5
Off-campus Speakers 17
Office Hours 15
Organizational Chart 29
Outside Employment 14
Pass/fail Grading 11
Patents 48
Payday 19
Placement Service 24
Political Activities 16
President 4
President's Bulletin 5
Probation 9
Purchasing 27
Quality Points 10
Recreations Facilities 22
Reflector 24
Retirement Policy 20, 46
Reveille 24
Sabbatical Leave 16, 43, 50
Salary Payments and Deductions 19
Salary Withholdings 19
Scheduling Courses by Faculty 16
Senior Exemptions 8
Sick Leave 16
Smoking in Classrooms 8
Social Activities 27
Social Security 20
Student Classification 10
Student Conduct 7
Swimming Pool 22
Tax Sheltered Annuities 20
Tenure 14, 41
Tenure Committee 15

Termination of Service 42
Travel 26, 47
Union 23
U. S. Post Office 4
University Committees 5
University, General Information
History 1
Location 3
Organization 4
Purpose 1
University History 1
University Location 3
University Organization and
Administration 4
University Purposes 1
University Policies 13
WATS 25
Withdrawal 10
Women's Club 27
Workmen's Compensation 21